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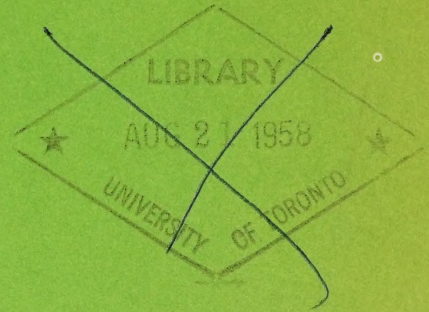
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ANNUAL REPORT



OF THE

DEPARTMENT OF
PUBLIC PRINTING
AND STATIONERY

FOR THE FISCAL YEAR ENDED

MARCH 31, 1958

*Canada. Dept of Public Printing and
Stationery*



(Annual) Report

of the

Department of Public Printing and Stationery

for the fiscal year

Ended March 31, 1958

Edmond Cloutier, C.M.G., O.A., D.S.P.
Queen's Printer and Controller of Stationery
Ottawa, 1958



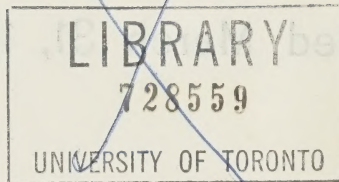
Annual Report

of the

Department of
Public Printing
and Stationery

for the fiscal year

1958-59



Price 25 cents. Cat. No. SPI-58.
Available from the Queen's Printer
Ottawa, Canada

*To His Excellency The Right Honourable Vincent Massey, C.H.,
Governor General and Commander-in-Chief of Canada.*


SIR:

I have the honour to lay before your Excellency the report of the Department of Public Printing and Stationery for the fiscal year ended March 31st, 1958.

Respectfully submitted,

HENRI COURTEMANCHE,
*Secretary of State of Canada and Minister
charged with the administration
of the Department of
Public Printing and Stationery.*

OTTAWA, 1958.



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ANNUAL REPORT of the Queen's Printer and Controller of Stationery

THE HONOURABLE HENRI COURTEMANCHE, P.C., M.P.,
Secretary of State of Canada and Minister in charge of the
Department of Printing and Stationery.

SIR:

I have the honour to report on the activities of the Department of Public Printing and Stationery as directed by Section 36, Chapter 226 of the Public and Stationery Act, R.S. 1952.

The report is made up of individual statements on the activities of the main Branches of this Department, namely: The Production Branch, the Outside Printing Production Branch, The Procurement, Purchasing and Stores Branch, the Administrative Services, Publications, Engineering, and Financial Services Branches.

Although the number of requisitions received for inside printing was 14,745, in comparison with 17,267 in the previous year, the total cost of printing done in the Printing Branch of the Main Plant shows an increase of \$724,384.00: \$5,759,379 for the year 1957-58 against \$5,035,995 for the previous year.

This increase in cost is due for one part to the nature of the work performed, the material used and increases in labour and paper costs. Similarly although the number of requisitions received for outside processing was almost the same, 4,438 in 1956-57 and 4,476, in 1957-58, the cost of printing awarded to commercial firms increased from \$5,926,472 in 1956-57 to \$6,590,165 last year.

In my report of last year, in paragraph three of page 5, I made the following statement:

"The centralization of duplicating and printing facilities in Departments under the jurisdiction of this Department initiated some ten years ago made little progress during the year." The reason was that, at that time, a Committee appointed at my request by Treasury Board, was investigating this problem and that future developments depended upon the recommendations of the Investigating Committee.

As a result of the findings of that Committee, Treasury Board issued to Deputy Ministers, on April 10, 1957, a circular letter which

- (a) established the line of demarcation between duplicating and printing by clarifying the definition of these operations already contained in Treasury Board Minute 481131 of January 14, 1955, and designated the equipment and machines on which duplicating, as defined, may be processed;
- (b) provided that, at the request of the Queen's Printer, Departments operating equipment excluded from duplicating as described in the Letter were to turn over to him any such equipment;
- (c) defined the conditions under which Printing Units and Sub-Units may be established by the Department of Public Printing and Stationery; and
- (d) reaffirmed the provisions of Order in Council P.C. 1/2448 of May 16, 1951, which established that duplicating and the operation of printing machines come under the Queen's Printer's general supervision and further indicated specific duties attached to this responsibility.

With a view to bringing about the application of this directive, at a meeting held in February 1958, Treasury Board approved a recommendation (from the Honourable Secretary of State) that "the Organization and Methods of the Civil Service Commission be requested to conduct a survey of certain aspects of duplicating and printing requirements of Government offices located in Ottawa."

This investigation, the terms of reference of which are also included in the Treasury Board Minute and which cover all processes of reproduction including printing, is now being carried out and the report of its findings should be available before the end of calendar year 1958.

The figures given in the part of this report concerning the Outside Printing Production Branch show that the production of the Printing Units of the Department has increased by 60,000,000 impressions during the year. One million one hundred and eighty-two thousands, one hundred and forty-six plates—almost exclusively paper plates—have been used and the average production of the 116 machines in operation in the Units in that year was raised from 3,200 to 3,500 impressions per hour for each machine.

The comprehensive and detailed report of the Procurement, Purchasing and Stores Branch of the Department indicates the efforts that are constantly being made to eliminate unnecessary paper work, and for the adoption of modern methods of the procuring, stocking and handling of stationery items.

The Publications Branch of the Department had again a splendid year. It has increased its total sales very substantially this year again and has set its sale objectives to the \$1,000,000.00 for the year 1958-59.

Respectfully submitted,

EDMOND CLOUTIER,

Queen's Printer and Controller of Stationery.

Production Branch

Most of the following statements have been abstracted from production reports submitted during the year. They give a good indication of the volume of work processed by the branch.

Every operation performed throughout the plant for the processing of the thousands of printing jobs during the year is not shown in detail. Instead, typical items of production are shown to exemplify total operations.

The following is a comparative statement showing the man-hours worked at the main plant:

Printing Bureau.....	1,231,780.2
Patent Division.....	154,916.7
D.B.S. Division.....	74,471.3
Grand Total.....	<u>1,461,168.2</u>

PLANNING

	1956-57	1957-58
Number of requisitions received for inside processing.....	17,267	14,745
Number of requisitions received for outside processing.....	4,438	4,476
Total.....	<u>21,705</u>	<u>19,221</u>
Number of instructions bags issued.....	15,877	16,683
Number of jobs in process at year's end.....	2,651	2,110

COMPOSITION

	1956-57	1957-58
Linotype ems set.....	245,211,910	226,093,937
Monotype ems set.....	112,914,333	111,567,912
Monotype sorts cast.....	480,769 lb.	486,106 lb.

LETTERPRESS

	Impressions	
Large cylinder presses.....	33,593,004	37,427,245
Pony cylinder presses.....	9,025,660	12,756,580
Vertical presses.....	22,222,757	24,721,914
Rotary presses (envelopes).....	8,559,850	7,696,922
Platen presses.....	7,551,334	5,366,014
Heidelberg presses.....	3,692,305	6,779,329
Total.....	<u>84,644,910</u>	<u>94,748,004</u>
	Embossing	
Letterheads, envelopes, cards.....	1,846,926	1,701,550
Grand Total.....	<u>86,491,836</u>	<u>96,449,554</u>

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY

OFFSET

	1956-57	1957-58
Plates made.....	23,624	19,230
Number of camera shots made.....		35,948

Impressions

10" x 14" Multiliths.....	1,853,341	1,160,219
17" x 22" presses.....	12,309,515	13,510,968
21" x 28" presses.....	7,410,504	8,251,036
35" x 45" presses.....	11,151,137	14,597,537
22" x 34" presses.....	18,651,149	20,124,301
Total.....	51,375,646	57,644,061

BINDERY

	1956-57	1957-58
Inches of paper ruled.....	278,753,059	319,698,850
Sheets folded.....	32,570,681	35,920,964
Self-covered pamphlets.....	15,736,494	16,175,126
Publications trimmed (3-way cutter).....	4,149,359	2,806,354
Segs of book sections sewn.....	4,359,018	4,822,849
Pamphlets wired and covered.....	2,856,213	2,395,527
Pads made.....	1,489,328	1,309,821
Units stripped or taped.....	262,324	442,619
File folders and file covers.....	263,008	536,651
Sheets crimped.....	360,992	233,310
Sheets gummed.....	147,840	1,173,926
Cheques perforated—numbered and made-up in books.....	230,796	680,000
Cloth-back books bound.....	249,776	197,340
Units eyeletted.....	72,608	114,496
Book sections oversewn.....	75,084	71,897
Wire-bound notebooks.....	116,525	108,135
Volumes and reports bound.....	33,205	33,131
Book cases.....	35,419	71,002
Blank books.....	65,058	79,620
Loose-leaf binders.....	14,411	25,547
Flexiback Binding.....	36,912	40,465
Desk pads.....	4,678	20,012
Miscellaneous library books bound.....	9,261	5,412
Sheets drilled or perforated.....	48,391,537	63,842,829
Book pages numbered.....	287,594	863,632
Publications gathered, stitched or hand covered on Juengst machine.....	2,301,184	1,550,282
Publications gathered, stitched and trimmed on Sheridan machine.....	915,338	2,039,747
Sheets cut/trimmed.....	269,930,655	448,937,866

PATENT PRINTING

	1956-57	1957-58
<i>Patent Record</i>		
Folios of copy.....	59,260	59,525
Pages made-up.....	10,539	10,030
<i>Separate Patents</i>		
Folios of copy—set by teletype perforators.....	81,079	78,971
Folios of copy—set by linotype.....	131,195	116,990
Pages made-up for separate patent.....	61,357	54,360
Number of ems set—manually on linotype.....	155,050,777	145,942,478
Number of ems set—teletype tape.....	105,266,945	102,147,067

PATENT PRINTING—*Concluded*

	1956-57	1957-58
<i>Trade Marks Journal</i>		
Number of pages set, made-up, photographed and printed.....	848	844
<i>Lithographic Section</i>		
Plates made by Xerox Process.....	37,614	58,997
Plates printed on Multilith press.....	101,964	119,977
<i>Impressions</i>		
Separate patents, Multilith presses.....	6,988,669	8,677,478
<i>Bindery Section</i>		
Separate patents delivered.....	14,929	19,532
Text pages contained in above.....	30,169	77,924
Drawings contained in above.....	30,169	34,503
Pamphlets wired.....	—	1,147,820

VARI-TYPE

	1956-57	1957-58
<i>Production Statistics</i>		
Forms produced.....	685	803
Charts produced.....	143	11
Pages of book work.....	990	1,954
Masseley Signs.....	—	508
<i>Card-riter and Photo-list Unit:</i>		
Cards set on Card-riter machines.....	123,025	173,350
Cards processed on Foto-list machines.....	249,862	237,939
<i>Patents</i>		
Completed.....	1,474	7,360
Total number of pages.....	4,628	26,527

BUREAU OF STATISTICS

	1956-57	1957-58
<i>Letterpress</i>		
Impressions.....	2,430,358	2,532,512
<i>Offset</i>		
Multiliths.....	—	14,560,387
17" x 22" presses.....	—	5,830,898
22" x 34" presses.....	—	9,436,129
Total.....	—	29,827,414
Number of camera shots made.....	—	18,690

BINDERY

	1956-57	1957-58
Sheets collated.....	1,071,409	1,238,062
Sheets folded.....	9,292,409	10,052,975
Sheets drilled.....	7,023,624	2,194,752
Sheets cut/trimmed.....	36,352,741	28,692,993
Book sections sewn.....	115,544	28,272
Pamphlets gathered/stitched.....	3,250,518	2,961,368

SUMMARY

Total number of impressions by all divisions in main plant

LETTERPRESS

	1957-58
Main plant.....	96,449,554
D.B.S.....	2,532,512
Total.....	98,982,066

OFFSET

Main plant.....	57,644,061
Patent printing.....	8,677,478
D.B.S.....	29,827,414
Total.....	96,148,953
Letterpress and Offset Grand Total.....	195,131,019

Outside Printing Production Branch

The increase in impressions and plates made ready is the result of not only an extension of our services to government departments but also of increased output per chargeable hour. Despite a lowering of printing rates at the beginning of the fiscal year 1957-58 to about actual costs applicable at the time, wage increases authorized during the year were absorbed without increasing press charges to government departments. Further it is judged that if the trend of production increase per chargeable hour is maintained, costs of a possible shorter work week for press operators will be offset by the increased efficiency.

Printing Units

OTTAWA AREA

	1956-57	1957-58
EASTVIEW UNIT		
Plates received or made for printing.....	31,399	34,115
Total number of impressions.....	25,246,239	29,247,129

CARTIER SQUARE UNIT

Plates received or made for printing.....	246,271	256,934
Total number of impressions.....	45,353,073	47,409,786

MACKENZIE AVENUE UNIT ⁽¹⁾

Plates received or made for printing.....	11,142	19,324
Total number of impressions.....	30,014,271	37,309,853

PRESTON STREET UNIT

Plates received or made for printing.....	30,228	27,300
Total number of impressions.....	40,491,900	45,134,457

ROCKCLIFFE UNIT

Plates received or made for printing.....	13,883	62,538
Total number of impressions.....	6,830,985	19,736,064

ST. PATRICK STREET UNIT ⁽²⁾

Plates received or made for printing.....	118,467	225,790
Total number of impressions (Nov.-Mar./58)...	42,842,073	51,229,208

OUTSIDE OF OTTAWA

ESQUIMALT UNIT

Plates received or made for printing.....	31,300	34,220
Total number of impressions.....	7,997,486	8,808,014

VANCOUVER UNIT

Plates received or made for printing.....	19,958	22,760
Total number of impressions.....	8,221,919	11,804,853

⁽¹⁾ Includes production of sub-unit at Income Tax Division.

⁽²⁾ Includes production of sub-units at Department of Public Works, Victoria Island, Citizenship, Union Station.

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY

	1956-57	1957-58
EDMONTON UNIT		
Plates received or made for printing.....	33,870	37,965
Total number of impressions.....	8,089,403	9,955,186
WINNIPEG UNIT		
Plates received or made for printing.....	27,798	29,292
Total number of impressions.....	8,222,705	9,831,084
CAMP BORDEN UNIT		
Plates received or made for printing.....	63,251	89,762
Total number of impressions.....	11,530,495	13,901,037
CLINTON UNIT		
Plates received or made for printing.....	29,065	22,962
Total number of impressions.....	5,927,002	4,193,313
COBOURG UNIT		
Plates received or made for printing.....	24,334	15,220
Total number of impressions.....	11,535,442	9,574,370
KINGSTON UNIT		
Plates received or made for printing.....	36,788	44,932
Total number of impressions.....	11,937,916	8,275,264
LONDON UNIT		
Plates received or made for printing.....	6,035	41,464
Total number of impressions.....	1,090,992	10,039,050
TRENTON UNIT		
Plates received or made for printing.....	22,575	43,843
Total number of impressions.....	8,322,917	11,842,486
TORONTO UNIT ⁽³⁾		
Plates received or made for printing.....	28,495	39,658
Total number of impressions.....	21,161,226	21,569,292
MONTREAL UNIT		
Plates received or made for printing.....	33,674	32,888
Total number of impressions.....	15,079,546	18,539,918
HALIFAX UNIT ⁽⁴⁾		
Plates received or made for printing.....	83,773	83,471
Total number of impressions.....	18,612,044	20,132,690
GRAND TOTAL		
Plates received or made for printing.....	923,116	1,082,186
Total number of impressions.....	362,741,791	402,693,441

Total Sales for the year amounted to \$2,053,113 as compared to a total of \$1,902,293 for 1956-57.

(³) Includes production of sub-unit at Oakville.

(⁴) Includes production of sub-units at Cornwallis, Shearwater and Summerside.

Procurement, Purchasing and Stores Branch

PURCHASING DIVISION

Purchases

Office Equipment.....	\$ 1,511,116.00
Stationery.....	5,261,534.00
Paper.....	3,829,662.00
Envelopes.....	454,706.00
Books and Periodicals.....	2,338.00
Plant Equipment.....	650,769.00
Plant Supplies.....	1,266,847.00
Total.....	<u>\$12,976,972.00</u>

Summary of Work Load

1. Requisitions.....	29,286
2. Tenders.....	1,118
3. Price Enquiries.....	6,339
4. Purchase Orders.....	32,931
5. Orders on Paper Stores.....	1,181
6. Orders on Printing and Maintenance Stores.....	714
7. Letters and Memoranda.....	3,702

Purchases by Outside Units

Under the authority granted to them for this purpose, Printing Units outside of Ottawa issued a total of 1,003 purchase orders of a total value of \$124,366.00.

Covering Requisitions

Covering requisitions for goods received by departments amounted to \$14,334.00. This is a decrease of \$5,807.00 over the previous year and the second year in a row that we are able to report a substantial decrease in this activity.

Savings

As shown in table below, savings during the year totalled \$572,523.00.

SAVINGS

METHOD	CATEGORY				
	Office Machines	Stationery	Paper and Envelopes	Plant Supplies	Total
1. Securing lower priced equivalents..	\$30,404.17	\$ 11,032.21	—	\$ 5,972.98	\$ 47,409.36
2. Purchasing from lowest source (amount indicated is the difference between price paid and average of all bids or prices received from regular suppliers).....	23,302.77	228,918.52	83,667.42	36,334.96	378,223.67
3. Securing bulk requisitions from customer departments.....	—	1,895.70	—	—	1,895.70
4. Consolidating purchases when several requisitions received for the same item.....	—	45,145.11	—	668.75	45,813.87
5. Making use of PP&S facilities.....	—	—	54,975.93	—	54,975.93
6. Purchasing raw materials and manufacturing separately.....	—	—	43,098.45	—	43,098.45
7. Obtaining credit notes for over- charges discovered in coverings and other invoices which come to our attention.....	—	5.87	499.46	601.28	1,106.61
	<u>\$59,706.94</u>	<u>\$286,997.41</u>	<u>\$182,241.26</u>	<u>\$43,577.98</u>	<u>\$572,523.59</u>

Using the same parallel employed last year to underline the significance of our savings, it would take sales of \$11,450,460.00 in a Company netting 5% to produce an equivalent return. In 1955, which is the last year for which D.B.S. have figures, only 628 out of 38,182 manufacturing establishments in Canada grossed \$5,000,000.00 or over.

Product Research Activities

An assistant for the Product Research Officer will soon be secured through open competition. This means that shortly the work of this Section can be accelerated, and some of the projects which we have had to hold in abeyance put to execution.

1. C.G.S.B. Specifications Meetings Attended.....	22
2. Specifications—	
In process at end of last fiscal year begun.....	4
Completed (involved 18 drafts).....	16
In process (11 drafts to date).....	7
3. Tenders analyzed and reported on (associated savings \$43,625.98) ..	120
4. Customer department complaints investigated and adjusted.....	54
5. Quality control checks arranged or performed.....	74
6. Research projects involving the use of D.P.W. Laboratories exclusively:	
begun.....	45
completed.....	38
in process.....	7
Others:	
begun.....	21
completed.....	20
in process.....	1
7. Plant visits (involved 24 working days).....	40
8. Suggestions by Civil Servants (Suggestion Award Plan) evaluated...	45

General

During the last seven months the Purchasing Agent responsible for purchases of paper and envelopes has had an assistant purchasing agent on his staff. This has made it possible to concentrate the purchase of all envelopes in this Section, which before was handled by two separate Purchasing Sections, the printed envelopes by one, and the plain envelopes by another.

Efforts made towards the standardization of envelope stock and the reduction of the number of envelope sizes used by customer departments have met with encouraging results. Savings secured through this activity amounted to \$2,700.00 and involved the supply of 2,773,000 envelopes.

To place business visits and the conduct of interviews on an efficient footing, a reception room was created at the front of the Division, and staffed by a receptionist. Results have been excellent.

Travelling requisitions were introduced for the use of the various Stores. Their advantage over the purchase requisitions which they replace for the procurement of all items carried in stock is that a glance they tell whether or not Procurement and Purchasing are in line with requirements. They also provide a continuous record of quantities purchased, prices paid, and sources of supply. Other important information of assistance in Planning, Procurement and Purchasing is also carried, such as maximum storage space, volume of direct shipments, and consumption averages. Finally, travelling requisitions eliminate the need for retyping the description, unit of measure, packaging, and all other static details each time stocks must be replenished—an important advantage, indeed.

The advantages of standing orders were extended to punch cards and photocopying supplies. As a result total number of requisition submitted by customer departments for these materials dropped from 1,055 to 109. Important savings were also secured when lower prices were obtained for bulk purchasing. Other items are under review with the same object in mind.

As forecast in last year's report we were able to submit figures on the value and cost of transportation of stationery shipments to all principal cities and regions in Canada, to assist in the study of the feasibility of decentralizing the stores operated by the Department.

PROCUREMENT DIVISION

Stationery

Purchase Requisitions Raised.....	1,970
Printing Requisitions Raised.....	225
Receipt Vouchers Processed.....	5,131
Order Hastebers Raised.....	301
Material Inspection Orders Processed.....	52
Letters and Memoranda.....	1,602
Transfer of Non-Catalogue Req. to Cat. Req.....	526
Enquiry Calls In.....	9,627
Enquiry Calls Out.....	4,588
Requisitions Received from Departments and Processed.....	19,834
Number of Urgent Requests to Stores.....	806
Requisitions for Direct Shipments Raised.....	132

Paper Stores

Requisitions raised for Misc. Paper.....	1,205	totalling 148,595,855 sheets
Requisitions raised for Envelopes.....	217	" 20,789,836 envs.
Requisitions raised for Cartons.....	22	" 29,000 ctns.
Requisitions raised for Woodboard Boxes.....	10	" 130,000 boxes
Requisitions raised for Millboard and Pulpboard.....	30	" 177 tons
Requisitions raised for Book Papers.....	3	" 300 tons
Requisitions raised for Tags.....	27	" 753,000 tags
Requisitions raised for Postcards.....	14	" 83,400 cards
Receipt Voucher Checked and Recorded.....		2,273
Requisitions Received from Units.....		3,836
Requisitions Extract.....		1,125
Store Advice from Outside Printing.....		720

Pre-Edit Section

Stationery Items Posted.....	189,640
Paper Tickets Posted.....	61,073
Printing Tickets Posted.....	34,854
Punch Cards Prepared for Special Reports.....	88,762
Number of Main Stores under Ledger Control.....	3
Number of Sub-Stores under Ledger Control.....	22

In addition to the above, 207 requisitions involving 430 items were processed at the request of the Suggestion Award Board.

During the year the Stationery Catalogue was revised and issued to the customer departments. Revision of the Paper and Printing Material Catalogue for use within the department was begun and will be issued in the new year.

A change in the method of procuring for Stationery Stores was initiated and resulted in lowering the value of the Stationery inventory from \$873,813.94 to \$720,222.97 during the year. This was accomplished without impairment to the services given the customer departments.

Arrangements were made with the Department of National Defence to service their dependents' schools in the British Isles and on the continent by our Stationery Stores. A survey by the Department of National Defence has revealed that approximately \$40,000.00 yearly can be saved by this method rather than the obtaining of supplies by local purchase as in previous years.

STORES DIVISION

The total number of Main and Sub-Stores units, operated from coast to coast by the department remained the same as last year, numbering forty-one. During the year a temporary unit established in Ottawa to accommodate the United Postal Union Congress was also serviced.

The total value of all stores under inventory control at stocktaking amounted to \$2,211,439.69. Of these stores, nine Sub-Stores units were completely surveyed with the result that it was found possible to reduce the Halifax Sub-Stores holdings by approximately 27% and those of the Trenton Sub-Stores by 18%.

During the year further progress was made in establishing stock location systems and it is anticipated that all Main Stores will be completed during the current fiscal year. In addition to the above Standardization of Packaging and Visual Age Identification will continue to be a progressive effort to meet changing conditions.

The result of the above effort to improve systems was evidenced by the bringing into prominence, many obsolete and time expired items. Application for Write-off to the Departmental Board of Survey indicated that these items had a value of \$14,572.87.

The following comparative figures are taken from the records of the four main sources of supply, located within the Hull Building.

<i>Stationery Stores</i>	1956-57	1957-58
Issue vouchers filled, packaged and prepared for shipment.....	40,626	35,593
Incoming shipments received.....	4,371	4,109
Receipt vouchers raised.....	5,296	5,131
Number of pieces prepared for Outgoing shipments.....	209,944	178,087
Number of pieces in incoming shipments.....	296,113	213,781
Number of Material Inspection Reports raised....	33	62
Number of exchanges or credits.....	256	223
Discrepancy Reports received.....	50	24
Number of rush requests for supplies.....	810	806
Number of items in stock.....	1,293	1,340
Value of Inventory at Stocktaking.....	\$ 873,813.94	\$725,770.05
Number of days required for Inventory count....	4	2½
Partial Production, close down for inventory.....	7	6
Dollar value of yearly sales.....	\$ 2,309,881.84	\$2,663,818.95
<i>Paper Stores</i>		
Assorted grades of Paper Millboard and Pulp-board received..... sh.	144,875,094	144,734,433
Assorted sizes of envelopes received..... ea.	22,484,725	18,716,464
Corrugated cartons received..... ea.	29,500	27,874
Woodboard Boxes received..... ea.	150,000	124,156
Miscellaneous sized tags received..... ea.	—	431,300
Business Postcards received..... ea.	—	83,400
Receipt Vouchers checked and recorded.....	2,025	2,273
Stores Requisitions received from Outside Dept'l Printing Units.....	3,766	3,836
Requisition Extracts processed.....	1,063	1,125
Stores Advice from Outside Printing Section, authorizing shipments to private contractors.	1,283	720
Incoming shipments received.....	—	1,820
Outgoing shipments.....	—	2,635
Issues to Production Branch within Main Plant..	—	24,374
Deliveries within Main Plant.....	—	8,125
Items added to inventory.....	—	33
Total number of items on inventory.....	—	549
Value of inventory at stocktaking.....	\$610,649.88	\$ 597,632.56
Number of days required for inventory count....	3	3
Production close down for inventory.....	3	Nil
Dollar value of yearly sales.....	\$2,095,916.34	\$2,314,409.75

<i>Printing Stores</i>	1956-57	1957-58
Purchase Requisitions raised for supplies.....	1,050	1,316
Incoming Shipments received.....	1,124	1,603
Number of pieces in Incoming Shipments.....	4,496	16,137
Total number of Stores Requisitions filled.....	4,221	16,023
Stores Requisitions filled for Outside Printing Units.....	1,840	3,217
Stores Requisitions filled for Main Plant.....	2,381	11,820
Number of Receipt Vouchers raised.....	1,291	1,884
Material Inspection Reports raised.....	4	18
Outgoing Shipments prepared.....	1,128	1,453
Number of pieces in Outgoing Shipments.....	3,534	7,287
Total number of items on inventory.....	1,221	2,226
Hasteners prepared.....	41	137
Claims prepared.....	—	57
Issues to other Government Departments.....	—	986
Issue of Printing items.....	—	8,088
Issue of Stationery items.....	—	5,719
Issue of Forms.....	—	2,254
Stationery Requisitions raised.....	—	158
Forms Requisitions raised.....	—	160
Deliveries within Main Plant.....	—	7,277
Discrepancy Reports received.....	—	74
Value of Inventory at stocktaking.....	\$ 231,537.24	\$309,611.42
Number of days required for Inventory count....	—	6
Production close down for Inventory	Nil	Nil
Memoranda and Packing Notes.....	—	1,238
Dollar value of yearly sales.....	\$184,236.71	\$532,224.95

It will be noted that the procurement of all materials for the above Stores, continued to be performed in and by stores personnel during the fiscal year 1957-58.

<i>Maintenance Stores</i>	1956-57	1957-58
Purchase Requisitions raised.....	2,105	1,575
Incoming shipments received.....	1,102	1,475
Number of pieces in incoming shipments.....	829	2,769
Receipt Vouchers raised.....	2,738	2,350
Hasteners processed.....	200	200
Material Inspection Reports completed.....	—	29
Outgoing shipments prepared.....	647	647
Number of pieces in Outgoing shipments.....	1,001	647
Total number of Tool loans.....	2,400	3,000
Requisitions filled for Main Plant.....	—	7,733
Requisitions filled for Outside Printing Units...	—	340
Requisitions filled for other Government Departments.....	—	89
Plant Equipment (furniture) requisitions filled..	—	19
Discrepancy Reports received.....	—	25
Purchase Requisitions raised on behalf of cost centres, other than stores.....	—	396
Total number of unit selling prices calculated....	3,000	8,165
Number of items on inventory.....	4,339	5,700
Value of inventory at stocktaking.....	\$ 72,100.31	\$133,647.08
Dollar value of yearly sales.....	\$ 69,993.50	\$ 67,565.25

It will be noted that in this store all procurement and pricing was performed by stores personnel, during the fiscal year 1957-58.

OUTSIDE PRINTING DIVISION

Requisitions received.....	5,600
Tenders.....	5,296
Orders.....	6,190
Number of firms who received orders.....	588
Value of orders placed from Headquarters.....	\$4,434,082.00
Value of orders placed by Outside Units.....	\$ 212,524.17

OFFICE MACHINE REPAIR DIVISION

During the fiscal year 1957-58, a branch office was opened at Trenton, Ontario, for the maintenance of equipment located at Trenton, Belleville and Cobourg.

It will be noticed that the cost of repairs paid to commercial firms has increased by \$27,177.82 during the past year. This increase was caused by the following factors:

- 1. Outstanding accounts carried over from 1956-57 due to loss of invoices in the fire of January 1957. This amounted to..... \$34,193.99
- 2. Cost of maintenance of intercom systems previously paid for by Departments out of building funds..... \$ 8,629.30
- 3. Increase in labour rates by some firms of up to 40%.
- 4. Payment of repairs to building time clocks.
- 5. Increased inventory of machines and number of repairs required.
- 6. Lack of Personnel at the Halifax Unit through sickness and dismissal.

In view of these factors, it is considered that the increase was beyond control and that it would have been far greater if action had not been taken to economize through the use of our own staff, by increasing its productivity to the extent that the work performed would have entailed an expenditure of \$365,033.00, against \$318,674.75 for work performed in 1956-57; this amounts to an increase of production of \$46,358.25 for the year.

It was necessary, during the last year, in order to keep costs down, to divert men from the task of repairing common typewriters, to the more complicated and expensive maintenance of adding machines, calculators, electric typewriters, dictating equipment and postage meters.

During the past year, it was necessary to train a man on repair of dictating equipment and again the records indicate a drop in the expenditure to the commercial firms.

SUMMARY OF PRODUCTION
OF THE OFFICE MACHINE DIVISION,
FOR THE FISCAL YEAR 1957-58

<i>Shop Production 1957-58</i>	1957-58
Condemnations.....	1,613
Authorizations.....	17,298
Repair Calls.....	35,108
Overhauls.....	4,227
Shop Repairs—Typewriters.....	10,314
Adders.....	3,359
Varitypers.....	3,271
Duplicators.....	141
Labour Cost of Appropriation.....	\$230,051.16
Invoices processed—covering repair work by contractors	
Number of invoices—24,148.....	Value \$344,971.00

SUMMARY OF SURPLUS MACHINES SUPPLIED TO VARIOUS DEPARTMENTS

Surplus Equipment Supplied to Various Departments

Stencil Duplicators.....	37
Spirit Duplicators.....	6
Offset Duplicator—1250 Multilith.....	1
Ozolid Duplicator.....	1
Elliott Fisher.....	1
Typewriters.....	193
Adders.....	1
Calculators.....	2
Copy holders.....	9
Microfilm.....	1
Card Wheel.....	1
Gummed tape dispensers.....	1
Time Card racks.....	4
Variotypers.....	2
Productrol Board.....	18
Stands—Dictating machines.....	6
Dictating machines.....	4
Photocopy machine.....	1
Addressograph.....	1
Total.....	<u>290</u>

Had the above equipment been purchased new, it would have entailed an expenditure of \$73,819.87.

In addition to the equipment supplied, 16 duplicators, 6 dictating machines and 110 typewriters were loaned to various departments, and all the typewriters necessary for the Press during the Queen's visit were also supplied from surplus stores.

ART AND ILLUSTRATION SECTION

During the fiscal year ending March 31, 1958, the Art and Illustration Section completed 104 projects, advertising and public relations, comprising folders, booklets, posters, etc.

Twenty-three departments of government were serviced, the largest call on our resources coming from National Defence, Army, followed by the Department of Labour.

A newspaper campaign for the Royal Canadian Mounted Police was also completed.

Our most important project was the complete production of "Canada at Brussels" book for distribution at the International Trade Fair in that city.

At the end of the fiscal year the Division had 35 projects in hand for 11 Departments of Government.

Administrative Services Branch

The division heads of this branch report the following activities:

PERSONNEL DIVISION

On March 31, 1958, the staff of the Department comprised 585 salaried employees as compared with 534 last year and 1085 prevailing rate employees in printing and other trades as compared with 1043 last year, an increase of 51 clerical employees and 42 prevailing rate employees, respectively. Part of this increase was due to transfers of functions from other departments and does not represent an over-all increase in staff for the Government Service.

Following is a statement of the departmental staff strength over the past ten years.

1949.....	786	1954.....	1,328
1950.....	991	1955.....	1,395
1951.....	1,041	1956.....	1,486
1952.....	1,132	1957.....	1,577
1953.....	1,220	1958.....	1,670

The staff turnover during the past year involved 188 separations and 281 appointments. During the year a total of 54 promotional competitions were conducted by the Personnel Division in cooperation with the Civil Service Commission.

LABOUR RELATIONS

During the year, the department continued its policy of consulting with representatives of organizations representing employees of the department, on proposed changes in working conditions as well as hearing representations submitted on behalf of such organizations. Several meetings took place between departmental officers and officers of employee organizations on a variety of questions of interest to employees and Management, including such matters as wage rates, hours of work, apprenticeship and working conditions.

Two important changes in employment conditions affecting printing trades employees occurred that deserve special mention. On March 1, 1958, the work week of printing trades employees of the Bindery, Composition and Letterpress Divisions were reduced from forty (40) hours to thirty-eight and three-quarter ($38\frac{3}{4}$) hours. New wage rates based on those provided in collective agreements between the various printing trades unions and the Employing Printers' Association of Montreal, Inc., went into effect at the same time so that employees in the trade suffered no loss in pay as a result of the shorter working hours.

The second change of importance refers to Treasury Board policy with regard to the effective date of wage increases for the printing trades. A new policy announced in January provided that wage rates would be revised at the same time as revisions take place for similar trades in Montreal but that no wage increase would be made retroactive beyond April 1 in the then current fiscal year. This policy received its first application in the general revision referred to above. Wage revision became effective in the department at the same time as in Montreal.

A new classification plan for the Letterpress Division based on accepted trade practices in industry was implemented during the year. This plan has provided the Letterpress Division with greater flexibility from a staff point of view than had been possible before.

INDUSTRIAL NURSING

During the year the Nurse in charge of our Industrial Nursing Unit actively participated in the Department's Employees Health Program through membership in the Plant's Housekeeping Committee and by conducting plant inspections in connection with the Safety Program and Plant Sanitation.

Following our move to the new Plant, a second nurse was appointed to our staff to provide industrial nursing service for the increased number of staff and to also provide for full coverage during the hours that the Plant is in operation.

It should be noted that the number of accident cases referred to the Compensation Board were reduced from 83 in 1956-57 to 55 this year.

The First Aid clinical contacts were as follows:

Number of treatments.....	5,126
Casual illnesses.....	3,833
Accidental injuries.....	1,293
Accidents referred to Compensation Board.....	55
Hospital and home visits.....	7
Number of employees referred to family physician.....	103

The cooperation of the Civil Service Health Division in dealing with a number of referrals throughout the year was greatly appreciated.

TRAINING DIVISION

The activities of the Training Division were expanded to include training of Lithographic and Letterpress apprentices.

Fifty trainees received training under the Departmental Apprenticeship Training Program. Of this number, 17 were in Composition, 13 in Lithography, 12 in Letterpress and eight in Bookbinding.

The Apprenticeship Program provided trainees with intensive on-the-job training and through rotation the trainees covered the various operations of their trades.

Their progress was reviewed semi-annually by departmental Apprentice Examining Boards made up of representatives of Management and employees' trades representatives. Fourteen such boards were convened to examine 65 candidates. As a result of these boards, four trainees were promoted to journeyman status and 49 recommendations for higher rates of pay were made.

Planning and Estimating courses were conducted and were attended by 78 skilled journeymen. Two courses of 49 hours' duration were given concurrently in English and in French.

Departmental training facilities were further improved during the year, especially in the audiovisual field: two lecture rooms and a fully-equipped projection room were provided for training activities. These greatly contributed in furthering the Department's Training Program.

TRAFFIC

This division has responsibility for shipping and receiving in our Main Plant and for local deliveries to Parliament, Government departments and our printing units. A fleet of 10 trucks is maintained for this purpose.

The following statistical data on the activities of this division is submitted:

(a) Shipping		No. of Shipments	Weight (lbs.)
Express.....		6,118	320,932
Railway Freight.....		2,879	1,954,775
Motor Transport.....		2,986	4,063,086
(b) Receiving			
Total shipments received.....		14,965	
(c) Local Deliveries		No. of Pcs.	
Total.....		501,381	11,051,964
Average number of pieces per day delivered.....			1,973.9
Average weight per day delivered.....			43,511.6

Publications Branch

The Publications Branch, under the direction of the Superintendent of Publications, is entirely a publishing agency engaged in cataloguing and distributing publications of the Federal Government. It discharges five primary functions all provided by law and Treasury Board regulations:

- (a) the distribution and sale of the Statutes of Canada and of the official Canada Gazette;
- (b) the compilation and issuance of official catalogues, price lists and of the manual entitled "Organization of the Government of Canada";
- (c) the sale of Government publications;
- (d) the distribution of official publications to depository libraries and to persons and institutions entitled to receive them free of charge; and
- (e) mailing service for other agencies of the Government including the maintenance of mailing lists.

All of these functions are of such a type that the Branch exercises no direct control over the volume of service to be rendered. Every publication issued must be catalogued and made available to depository libraries. Every letter of enquiry must be answered and every order for publications filled.

SALE OF GOVERNMENT PUBLICATIONS

Continued increase in the earnings resulting from the sales function was the dominant general feature of the activities of the Publications Branch for the fiscal year 1957-58.

Total sales of publications and advertising in the Canada Gazette amounted to \$853,171.95 deposited in the Consolidated Revenue Fund as miscellaneous receipts, a 25% increase of \$173,775.42 over 1956-57.

Sales of miscellaneous publications to the general public amounted to \$615,390.45 in comparison with \$460,940.64 in 1956-57, a 33½% increase of \$154,449.81.

The receipts from subscriptions to Government periodicals from the general public increased from \$71,599.27 in 1956-57 to \$76,693.71 in 1957-58.

The receipts from paid notices inserted in the Canada Gazette, Part I, increased from \$71,813.44 in 1956-57 to \$74,059.20 in 1957-58.

One would hardly expect Government publications to rank among best-sellers. But the Queen's Printer can boast of several books which fall in this category. "Canada 1957" enjoyed a record-breaking sale of 80,000 copies, an increase of 15,000 over sales of the 1956 edition. A new Trade and Commerce publication, "Small Business Manual", was well received by the public who purchased 20,000 copies in English or French. 15,000 copies of "Meat—How to Buy, How to Cook" were sold inside three months. A new publication entitled "How Parliament Works" reached a sale of 10,000 copies. The steady-sellers such as "Native Trees of Canada", "Canada Year Book", "Indians of Canada" continued in this category during the fiscal year 1957-58.

The following figures relating to the sale or free distribution of Government publications and advertising in the Canada Gazette, Part I, show appropriations voted, expenditures and cash receipts, plus a comparison of revenues for the fiscal years 1956-57 and 1957-58:

CASH RECEIPTS, FISCAL YEAR 1957-58

1. REVISED STATUTES OF CANADA.....	\$ 180.00
2. ANNUAL STATUTES 1957.....	14,565.00
3. CANADA GAZETTE	
Subscriptions (Depts.).....	\$ 3,617.17
Subscriptions (Public).....	13,222.19
Single Copies (Depts.).....	826.85
Single Copies (Public).....	1,736.61
Advertising.....	74,059.20
	<hr/>
	93,462.02
4. GENERAL PUBLICATIONS	
Subscriptions (Depts.).....	17,218.67
Subscriptions (Public).....	76,693.71
Publications (Depts.).....	112,355.81
Publications (Public).....	538,696.74
	<hr/>
	744,964.93
Total Cash Receipts, 1957-58.....	<hr/> <hr/> \$853,171.95

REVENUES AND EXPENDITURES 1957-58

	Appropriation	Expenditures	Revenues
Vote 342 Annual Statutes 1957	\$ 35,000.00	\$ 24,777.99	\$ 14,565.00
Vote 341 Canada Gazette.....	110,000.00	109,998.05	93,462.02
Vote 340(9c) Publications.....	535,000.00	534,675.31	744,964.93
Vote 340(9b) Free Publications...	35,000.00	34,820.57	FREE

COMPARISON OF REVENUES 1956-57 WITH 1957-58

	1956-57	1957-58
CANADA GAZETTE.....	\$ 90,409.56	\$ 93,462.02
REVISED STATUTES.....	5,085.00	180.00
ANNUAL STATUTES.....	25,620.00	14,565.00
PUBLICATIONS		
To Parliament and Departments.....	97,341.33	129,574.48
To Public.....	460,940.64	615,390.45
	<hr/>	<hr/>
	\$679,396.53	\$853,171.95

Against expenditures of \$534,675.31 for the printing and binding of official publications for sale, the sales revenue for the fiscal year 1957-58 amounted to \$744,964.93, the cash receipts exceeding the printing costs by \$210,289.62. The above expenditures include the cost of printing the Daily Checklist and the Monthly, Annual and sectional Catalogues.

In 1957-58 the number of cash orders increased over the previous year by 21,765, or a total of 139,696. Of this amount approximately 8,000 were for statutory documents requiring individual research.

Orders placed by federal and provincial government departments amounted to 7,123 which required the preparation and despatch of 9,687 invoices. Approximately 3,000 holders of deposit accounts made 12,000 individual purchases during the year.

On a grand total of nearly 159,000 sales orders received, order adjustments resulted in the issue of 440 credit notes and 5,072 refunds of remittance. It is gratifying to note a steady reduction in the percentage of adjustments required, attributable to the effectiveness of our Control System and continuing co-operation among Section Chiefs and Supervisors in all parts of the Branch in alerting employees to recurring types of errors in an effort to reduce them.

It is important to note that a great number of these adjustments were due to incomplete mailing addresses supplied by customers, insufficient or incorrect description of publications required, failure to enclose remittance and other similar reasons.

An additional 15,000 requests were processed for persons and institutions entitled on request to receive publications free of charge through the medium of the Daily Checklist.

The increasing demand for publications did, in a number of instances, cause rapid exhaustion of certain books for which reprints were required. As a result 28,143 copies were back-ordered for mailing as soon as the titles became available.

Although most orders received were through the customer's use of our printed blanks, the typing of 85,000 labels was necessary in the processing of the remainder.

LIBRARY SECTION

As in the past, the Library Section continued its task of systematically classifying and cataloguing the official publications emanating from Parliament and from the several Departments and other agencies of the Federal Government. This activity of the Section ensures the reliable, comprehensive and accurate coverage and bibliographical control of all such publications, in line with the standards which were recommended by UNESCO in a recently released "Study of current bibliographies of national official publications".* This work mentions the difficulties which usually stand in the way of a better dissemination of official publications, and states that the best means of overcoming these difficulties is the issuance of a catalogue prepared and compiled by the central publishing service of a country. The study also recommends the classification of official publications, and, as a model, reproduces in extenso the classification scheme which our Library Section has adopted for the compilation of its bilingual Daily Checklists and of its Monthly and Annual catalogues.

In co-operation with the Department of Mines and Technical Surveys, a sectional catalogue was compiled and published for the Mines Branch of that Department. Listing the publications which were issued by the Branch from 1902 to August 1957, it was made available in time for the opening of the Commonwealth Mining Congress held in Ottawa.

To assist in the reference and research work of the Publications Branch, more than 25,000 catalogue cards were prepared and classified, and they were used for supplying information to over 24,000 written enquiries answered by form letter or direct reply. Such efforts, together with the catalogues, permit the prompt and accurate processing of all orders.

The Branch Library contains only federal government publications and since its installation in September 1956 to the end of the fiscal year 1957-58, the collection has reached more than 10,000 volumes and 15,000 pamphlets and brochures. Its reference facilities are open to the public during working hours, and many clients avail themselves of this service before making personal purchases. When required, librarians are on hand to provide assistance to parties interested in publications on particular subjects and, where saleable copies are no longer available, to suggest suitable alternative titles of similar interest.

SALES PROMOTION AND PUBLICITY

With the improved facilities in the new plant, the ease of filling customers' orders in greater volume was evident, and this allowed the Branch to step up its promotion program.

* Compiled by the International Committee for Social Sciences. Documentation and edited by Jean Meyriat. UNESCO, 1958.

Continuing the effectiveness of direct-mail selling, 19 English and 3 French "Selected Titles Bulletins" were issued and mailed to persons on our regular mailing lists. In this manner, a total of 760,671 pieces were distributed to our customers, along with 514,520 pieces contained in 36 other miscellaneous one-language and bilingual dodgers, while over 111,000 follow-up leaflets were included in sales shipments going to first-time purchasers.

Three householder mailings were made advertising our series of "popular" publications, and they greatly assisted in our steady upsurge of annual sales. A total of 2,762,000 English-speaking householders in Canada were circularized, as well as 1,342,000 bilingual tenants and owners receiving mail service.

Publications of topical or general interest offered for sale by the Department were advertised through advertisements placed in 12 English and 7 French newspapers and magazines.

The increasing revenue of sales is very much attributed to this active promotion, and it shows that government publications are playing a great part in the educational and information requirements of the nation.

PROCUREMENT SECTION

The Branch Procurement Committee reviews all departments' requisitions for printing government publications and also proposed reprintings so that it can determine the quantities required for sales and free distribution, together with selling prices and publishing policies applicable. A total of 1,520 such requisitions were reviewed by the committee and, as a result, the Procurement Section was responsible for the raising of 1,315 printing requisitions.

Because of their closely related functions, responsibility for both publications procurement and inventory control has been assumed by the Procurement Section. All preliminary procedures for putting the plan into operation were completed, and the system will become effective as soon as all required control documents are available.

A basic inventory of all publications held has been started. This inventory will show, where available, the initial total cost of the publications, the number delivered to the ordering department, and copies held by this Branch. The permanent control of sales and free distribution of publications initially recorded in the basic inventory will be maintained by the issuance, each year, of a face-value inventory of publications remaining in stock.

It is expected that by the 1st of September, 1958, all copies of publications held in Departments will have been transferred to our Department as provided in Section C(d) of T.B. 477983 of March 31, 1955.

CORRESPONDENCE SECTION

Over 25,000 written requests for information were received which required reference or research. From details supplied, they were answered by form letter or by addition of typed foot-notes on the original enquiries. Another 13,000 form and guide letters were completed and despatched in reply to other letters, enquiries and incomplete transactions which for the most part concerned requests for prepayment of publications or referred to insufficient remittances paid by customers. Nearly 3,000 letters were answered by personally drafted and signed replies.

LOOSE-LEAF SERVICES

Government departments issuing publications that require frequent amendments have found that it is often more expedient to issue them as basic loose-leaf books kept up to date by the distribution of amending or revised sheets sold on subscription basis.

During 1957-58 a total of 15,517 subscriptions were bought by customers interested in some of the 12 loose-leaf services available from this Department. The section responsible also undertook the continuing job of distributing this department's self-amending loose-leaf instruction manual and stationery catalogue.

In the course of the year 560 different mailings were made in 277,000 stuffed envelopes.

The separation of the handling of these more complex types of subscriptions from those with regular periodic distribution has proven advantageous, and the success of the venture into this type of recurring irregular distribution becomes more apparent from year to year.

PERIODICALS CIRCULATION AND MAILING LISTS

At the year end, 626 mailing lists were held in the Branch, an increase of 171 over the previous year, while the number of names entered in them increased by 4,960 to nearly 305,000. The Branch also maintained 76 lists in outside plants for regular mailings to 55,000 addressees.

Together with purchasers of loose-leaf services, the number of paid subscriptions to periodicals totalled 57,424, while 50,972 addressees received free service as authorized by existing regulations.

Preparatory to mailing the periodicals, a gross of 3,553,000 impressions were registered by hand and automatic addressers, of which 429,000 were performed on behalf of other departments whose lists are located in this Branch. An additional 1,163,991 addressings were required for the mail distribution of sales promotion leaflets and other publicity.

Together with our regular mailing lists maintenance, 18,500 address plates were embossed on behalf of other departments who possess their own lists used for special purposes but, when more convenient, make use of our embossing, addressing and mailing services which are at their ready disposal.

FREE DISTRIBUTION OF PUBLICATIONS

(Excepting Statutes of Canada and Statutory Orders and Regulations)

In accordance with regulations controlling the distribution of government publications, 43 copies of each English and 14 copies of each French publication issued in the year were sent to 38 English and 9 French full-depository libraries. This free distribution includes 5 and 2 copies in both languages sent to the Library of Parliament and the National Library of Canada, respectively.

A copy of each Daily Checklist was sent to 1,329 selective depositories and authorized officials including Members of both Houses of Parliament who, by regulation, are entitled on request, to receive one copy of current publications. The average free distribution was 125 copies of each publication.

FREE DISTRIBUTION OF STATUTES OF CANADA, 1956-57, 1957 AND STATUTORY ORDERS AND REGULATIONS, 1957-58

Free distribution of the Revised and Annual Statutes of Canada is regulated by the Publications of Statutes Act, Ch. 230, R.S.C. 1952.

Regulations governing the free distribution to authorized categories are contained in Order in Council P.C. 1953-609, dated April 27, 1953, as amended by P.C. 1953-1661, dated October 28, 1953, which also provides that the recipients may automatically receive a similar number of semi-monthly editions of Canada Gazette, Part II, printed in the same language.

Distribution is made on written request only. In the case of provincial judiciary or officials, service is furnished on application by the Attorney General or Provincial Secretary; copies are sent to Federal departments' officials when personally recommended by the Deputy Minister of the Department concerned.

The authorized free distribution of Annual Statutes for 1956 was made as follows:

	English	French
Office of the Governor General of Canada (bound in half-calf).....	1	1
Office of the Speaker of the House of Commons.....	1	—
Office of the Speaker of the Senate.....	1	1
Office of each member of the Government of Canada	25	4
Office of the Leader of the Opposition.....	1	1
Members of the House of Commons and Members of the Senate.....	305	226
Members of Provincial Governments and elected members of the Yukon and Northwest Territorial Councils.....	109	21
Officials of Provincial Governments and of the Yukon and Northwest Territorial Councils.....	605	233
Members of the Judiciary of Canada.....	844	205
Officials of the Senate, of the House of Commons and of the various departments of the Government of Canada.....	315	50
Library of Parliament and the National Library....	11	9
Provincial legislative, university, law faculty college and public libraries in Canada.....	145	47
Canadian Embassies and Consular posts, Canadian Trade Commissioners and United Nations.....	74	13
Members and officers of the governments of countries other than Canada, universities and other institutions therein, if in the opinion of the Queen's Printer it is in the public interest.....	39	6
	<hr/> 2,476	<hr/> 817

At the end of the year 1,492 English and 541 French subscriptions to Canada Gazette Part II were being sent free of charge to those officials listed above entitled to and who had requested such complimentary service.

Departmental Post Office

The steady increase in the Branch's distribution activities had a notable effect on the mounting volume of mail despatched through this unit.

Primarily set up for mailing publications from this Branch, it also assumed full responsibility for the Department's outgoing mail numbering 13,331 pieces, together with 106,735 pieces emanating from the Branch proper, all of which required special handling.

The unit has again materially assisted the Post Office Department because it takes care of primary sortings, thus freeing the latter from this task, since the filled bags (averaging 50 lbs.) are loaded directly on to mail trains. In the process 212,702 miscellaneous packages of publications and 60,553 parcels and envelopes containing Parliamentary papers were sorted and despatched.

On behalf of outside departments and by means of pre-addressed tapes, our mailing machine processed 1,200,000 copies of bulk-mailed periodicals shipped post-free. In addition, 1,436,000 copies of other periodicals were mailed by this Branch at the current bulk-rate. Mailing costs for this method of distribution are decreasing through the increased use of franked address "boxes" pre-printed on the back covers of periodicals.

As part of the sales promotion scheme, 4,104,000 leaflets were machine-counted and prepared for three different mailings to Canadian householders.

The mounting volume processed through the departmental Post Office is indicated by reason of the fact that 40,041 bags of mail were forwarded to the Post Office Department in 1957-58 as compared with 36,994 in the previous year; 30,167 in 1955-56; 26,255 in 1954-55; and 27,252 in 1953-54.

Publications Consignments

Commensurate with the increasing volume of orders, the number of pieces containing varying amounts of miscellaneous publications and prepared for consignment increased from 281,022 in 1956-57 to 321,301, and according to the following break-down:

Railway Freight.....	327 pieces
Express.....	3,114 "
Inter-city trucking firms.....	317 "
Overseas Ocean Freight.....	11 "
Overseas Air Freight.....	10 "
Air Express (to Canadian and American points).....	12 "
Local delivery.....	6,815 "
Parliamentary Papers (mail).....	60,553 "
Miscellaneous publications (mail).....	212,702 "
Free distribution of publications.....	37,440 "

In addition to 2,100 local delivery slips, 898 freight and express bills of lading were prepared, along with 110 sets of Customs declarations required for shipments consigned to destinations outside of this country.

Engineering Branch

This is the second successive summary of a year's activities of the Engineering Branch.

There has been a re-allocation of functions between the Engineering and the Production Branches of the Department, and between these Branches and the Department of Public Works. A review of the personnel requirements for the functions which are directly an engineering responsibility has been made resulting in the promotion of some personnel within the Branch and the transfer of others to the Production Branch. This, along with normal retirements, has reduced the staff of the Branch from 85 to 56.

The study of the scope of the Branch within the departmental responsibility has resulted in transferring the function of lubricating and cleaning of production equipment from the Production Branch to the Engineering Branch in January 1958. This function is now accomplished at a lower direct labour rate, and allows the Production Branch to increase machine productivity. Six positions were established in the Engineering Branch for this work.

Responsibility for the personnel employed in the labouring function of the Production Branch was transferred from the Engineering Branch since it is considered that supervision of the group which was engaged directly in production operations was more efficiently performed in that Branch.

Branch Expenditures

An increase in direct labour rates of six per cent, the addition of the costs of other functions such as lubrication, Xerox maintenance, increased machine maintenance, and increased drafting capacity required for design, purchasing, and plant layout, have added approximately \$20,000 to the costs of the Branch for this year. Costs, other than for material, for the present year was \$266,803 compared with \$260,243 for last year, an increase of 2.5%. Offsetting part of the increase of \$20,000 were retirements and the transfer of personnel not required for the responsibility of this Branch.

The following table, however, indicates the progress made by the Branch in its efforts in cost reduction. The decrease of 9.3 per cent shows that Engineering and maintenance costs are decreasing in a period where these costs are increasing.

Year	Cost of Printing in Department	Engineering Costs	Engineering Costs per \$100 of Printing	Per cent Change
	\$	\$	\$	
1954-55.....	5,943,797	218,941	3.68	—
1955-56.....	6,640,569	238,136	3.58	-2.7
*1956-57.....	6,938,288	260,243	3.77	+5.3
1957-58.....	7,802,492	266,803	3.42	-9.3

* Transfer of plants from Ottawa to Hull.

Main Plant

The main features of this year's activities in the main plant are as follows:

1. The installation of platen grinding equipment for the recovery of type-writer platens. The equipment comprises a grinder which was purchased, and a hydraulic dismantling and assembling machine designed by the Engineering Branch and manufactured in our machine shop. The cost of this project was \$10,546.

2. The installation of automatic time controls on two stereotype melting pots. The total expenditure of \$70.00 for this installation allows a saving of approximately \$500 a year in power.
3. With the intention of increasing the speed of material handling in the main plant, the speed of one electric truck has been increased by 20 per cent. If field trials on the truck prove satisfactory, the remaining eleven trucks will be changed, providing the means of decreasing material handling costs.
4. The carpentry shop has processed 90 jobs during the past year for the main plant, outside printing plants and the office machine division. Included in this were remodelling of cabinets, the construction of tool trucks, bindery tables, platen cabinets, special shelving for typewriter trucks, and other equipment especially designed to meet specific production requirements.

Motor Vehicles

A fleet of twelve motor vehicles was kept in service this year. These vehicles travelled a distance of 70,226 miles at a cost of 19.6 c. a mile as compared with 19.4 c. a mile last year. This cost includes gas, oil, greasing, repairs (labour and material), storage, depreciation, and miscellaneous items.

A study of the maintenance procedure of road vehicles indicated that an additional shift was required to maintain the vehicles on a preventive system, to increase the "road time" of the trucks, and to decrease overtime.

Printing Units

Increased production in the outside printing units has required more service from the engineering and maintenance functions of this Branch during this fiscal year. Maintenance of equipment and the installation of machines to replace obsolete equipment, or as additions to productive facilities, have proceeded normally. There have been changes and improvements in the housing of some plants, a change in location of one plant, and plans and proposals for new plants.

Six plant layouts were made totalling an area of 18,228 square feet. The individual areas of the plants are listed below:

Eastview—Ottawa.....	4,000
Rockcliffe (Xerox only)—Ottawa.....	360
Experimental Farm—Ottawa.....	6,600
Beaver Barracks—Ottawa.....	168
London—Ontario.....	6,200
Suffield—Alberta.....	900
	<hr/>
	18,228 sq. ft.

There was an addition, this year, of four small printing presses to the sixty-one maintained by the Engineering Branch, increasing the replacement value of this investment to approximately \$252,000. These sixty-five machines were maintained for an estimated 25 per cent less than a maintenance contract purchased on a monthly basis. This is a saving of \$4,600.

The term maintenance includes the transfer of machines from plant to plant in accordance with production requirements, major repairs, and the re-building of presses. The two latter functions decrease the annual investment in machine replacement while extending the physical life of the machine with consideration given to the possibility of obsolescence.

Ten presses purchased with a maximum speed of 6,000 impressions per hour were equipped with new pulleys, at a cost of \$6.20 per machine, to allow a maximum speed of 9,000 impressions per hour. Tests on these machines have proved that the slight increase in maintenance costs is much more than offset by the increase in production. The production group is using these machines for the longer production runs and the resulting increase in machine productivity is at least 20%.

Financial Services Branch

In order to obtain more flexibility in staff and to minimize lost time due to holidays and sickness, a system of job rotation was introduced during the year. In addition, to familiarize section heads with the operations of this department, a course of 10 lectures on the functions of the various branches was conducted under the guidance of the Staff Training Officer. It is intended, as time permits, to extend this internal staff training program.

Of the \$4,000,000 in the Queen's Printer's Advance Account as at March 31, 1958, there was a credit balance with the Receiver General of Canada of \$1,139,411 as compared with a credit balance of \$1,085,678 as at March 31, 1957. Accounts receivable totalled \$99,395 as compared with \$225,607 for the previous year. A concentrated effort was directed during the year in following up old outstanding accounts with other departments. As a result there are now no delinquent accounts dated previous to the fiscal year under review. Inventories at \$2,872,213 are \$188,027 higher than at the corresponding date last year. This increase is reflected chiefly in work-in-process. Inventories of main items, such as paper, printing materials and stationery stores were reviewed during the year and as a result have been substantially reduced.

Printing sales for the year ended March 31, 1958, were \$14,392,657 as compared with \$12,854,760 for the previous year or a net increase of \$1,537,897. A comparison of the volume of work produced by this department with that sub-contracted to commercial printers shows an increase for each of 12.4% and 11.2% respectively. If, however, the increase in the work produced in the Printing Units operated by this department—which, in the past, was mainly produced within the ordering departments by stencil duplicators—is subtracted from the inside printing sales, the percentage increase in the department is substantially lower than that for commercial contracts.

The operation of the entire department shows an excess of \$91,769 in revenues over expenditures. Taking into consideration only those expenditures over which this department has actual control, the percentage difference between our actual costs and the amounts charged to departments is approximately only 9%. The fact that there was a back pay adjustment of \$45,000 in March, 1958, to the letterpress and bindery trades coinciding with a decrease in demand by ordering departments for February and March, 1958, has precluded the possibility of having a sufficient over-all increase in receipts over expenditures to absorb the adjustment of \$135,973 carried forward from the previous year.

The complete details of the financial operations of the department for the fiscal year ended March 31, 1958, are shown in the following pages under the headings listed below:

1. Statement of Queen's Printer's Advance Account.
2. Statement of Revenues and Expenditures.
3. Details of Inventories.
4. Amounts charged against Parliament and the Departments for Printing, Lithographing, Binding, etc., for the Fiscal Year.
5. Amounts charged against Parliament and the Departments for Printing, Lithographing, Binding, etc., for the Last Five Fiscal Years.
6. Amounts charged against Parliament and the Departments for Stationery for the Last Five Fiscal Years.
7. Value of Office Machine Repairs for Parliament and the Departments for the Fiscal Year.

8. Value of Office Machine Repairs for Parliament and the Departments for the last Two Fiscal Years.
9. Details of Expenditures by Votes.
10. Details of Ordinary Revenue.
11. Comparative Statement of Revenue and Expenditure on Account of Canada Gazette.
12. Graph Depicting Comparative Printing Sales.
13. List of Suppliers Receiving over \$500 for Non-Catalogue Items Purchased by the Department.

Schedule 1

Statement of Queen's Printer's Advance Account as at March 31, 1958

CURRENT ASSETS		CURRENT LIABILITIES	
Credit Balance with Receiver General.....	\$1,139,411	Accounts Payable.....	\$ 9,502
Accounts Receivable.....	99,395	Accrued Wages.....	145,721
Inventories		Queen's Printer's Advance Account.....	\$4,000,000
Work-in-Process.....	\$ 656,084	Less: Balance carried forward.....	\$135,973
Stores (Valued at Average Cost).....	2,214,067	Add: Excess of Revenues over	
Postage.....	2,062	Expenditures.....	91,769
	<u>2,872,213</u>		<u>44,204</u>
	<u>\$4,111,019</u>		<u>3,955,796</u>
			<u>\$4,111,019</u>

Schedule 2

Statement of Revenues and Expenditures for the Year Ended March 31, 1958

	Printing Branch	Stationery Branch	Total
REVENUES			
Inside Printing.....	\$ 7,802,492		\$ 10,476,730
Outside Printing (Commercial Contracts).....	6,590,165	\$ 2,674,238	6,590,165
	<u>\$ 14,392,657</u>	<u>\$ 2,674,238</u>	<u>\$ 17,066,895</u>
EXPENDITURES			
Direct Materials			
Inventory April 1, 1957.....	1,324,868		2,322,772
Purchases.....	3,014,825	997,904	5,407,612
Accounts Payable.....	4,441	5,061	9,502
Total.....	<u>4,344,134</u>	<u>3,395,752</u>	<u>7,739,886</u>
Less: Inventory March 31, 1958.....	1,388,726	827,403	2,216,129
	<u>1,955,408</u>	<u>2,568,349</u>	<u>5,523,757</u>
Direct Labour (Prevailing Rate Wages including accrued).....	3,968,829		3,968,829
Manufacturing Expenses			
Indirect Labour (Classified employees).....	933,948		933,948
Freight, Express and Cartage.....	64,610		64,610
Caretaking.....			
Unemployment Insurance.....	12,653		12,653
Sundry Materials.....	86,093		86,093
Total Expenses.....	<u>8,021,541</u>	<u>2,568,349</u>	<u>10,589,890</u>
Work-in-Process			
Work-in-Process Inventory April 1, 1957.....	361,414		361,414
Less: Work-in-Process Inventory March 31, 1958.....	656,084		656,084
	<u>—</u>	<u>—</u>	<u>—</u>
Total Factory Cost	<u>7,726,871</u>	<u>2,568,349</u>	<u>10,295,220</u>
Outside Work.....	6,416,130		6,416,130
Paper and Art Work supplied on Outside Work.....	174,035		174,035
Cost of Goods Sold.....	<u>14,317,036</u>	<u>2,568,349</u>	<u>16,885,385</u>
	<u>75,621</u>	<u>105,889</u>	<u>181,510</u>

Gross Excess					
Other Operating Expenditures					
Professional and Special Services.....	33,233
Travelling Expenses.....	8,833
Postage.....	1,747
Telephones and Telegrams.....	3,415
Sundry Office Expenses.....	42,513
	89,741	89,741
NET EXCESS.....	\$- 14,120	\$ 91,769

Schedule 3

Details of Inventories as at March 31, 1958

Printing

Material in Main and Sub-Stores	
Work-in-Process.....	\$ 656,084
Paper Stores.....	545,049
Printing Materials Sub-Stores.....	330,230
Outside Printing Units Sub-Stores.....	329,160
Maintenance Stores.....	133,647
Stores Condemnation Account.....	14,305
Material Returns.....	290
Paper Consignment.....	33,320
Drums and Containers.....	662
Postage and Meter.....	2,062
	<hr/>
	\$2,044,810
Stationery.....	725,770
Typewriter and office machine.....	101,633
	<hr/>
	\$2,872,213
	<hr/>

Schedule 4

Amounts Charged Against Parliament and the Departments for Printing, Lithographing, Binding, etc., for the Fiscal Year Ended March 31, 1958

Department	Outside Printing	Inside Printing	Total
	\$	\$	\$
Agriculture.....	217,530	214,155	431,685
Archives—Public.....	3,606	14,933	18,539
Auditor General's Office.....		4,000	4,000
Canadian Broadcasting Corporation.....		708	708
Chief Electoral Officer.....	214,507	43,337	284,844
Citizenship & Immigration.....	139,523	121,155	260,678
Civil Service Commission.....	14,750	45,294	60,044
Defence Production.....	11,238	18,029	29,267
Exchequer Court.....		1,331	1,331
External Affairs.....	86,292	123,989	210,281
Finance.....	714,730	145,978	860,708
Fisheries.....	54,394	38,725	93,119
Governor General's Office.....		858	3,377
House of Commons.....	31,913	386,686	418,599
Insurance.....	16	111,677	111,693
International Joint Commission.....		153	153
Justice.....	2,218	11,799	14,017
Labour.....	578,805	270,553	849,358
Library of Parliament.....	54	7,559	7,613
Mines and Technical Surveys.....	90,912	96,342	187,254
National Defence.....	1,573,952	2,164,680	3,738,632
National Film Board.....	30,272	13,867	44,139
National Gallery of Canada.....	183	1,729	1,912
National Harbours Board.....	91	3,252	3,343
National Health & Welfare.....	284,600	130,045	414,645
National Research Council.....	10,954	229,546	240,500
National Revenue.....	721,005	305,360	1,026,365
Northern Affairs & National Resources.....	269,009	98,316	367,325
Penitentiaries.....	3,598	7,582	11,180
Post Office.....	416,523	615,253	1,031,776
Privy Council.....	1,255	7,507	8,762
Public Printing & Stationery.....	267,126	770,316	1,037,442
Public Works.....	19,637	34,771	54,408
Royal Canadian Mounted Police.....	88,721	35,538	124,259
Secretary of State.....	3,103	967,246	970,349
Senate of Canada.....	13,551	70,922	84,473
Supreme Court of Canada.....	11	828	839
Trade & Commerce.....	160,702	461,855	622,557
Transport.....	170,298	111,996	282,294
Transport Commissioners.....	713	14,861	15,574
Veterans Affairs.....	125,293	68,879	194,172
Miscellaneous:			
Atomic Energy Control Board.....		648	648
Bank of Canada.....	55,319	2,956	58,275
British Ministry of Pensions.....		1,645	1,645
Canadian Arsenals Limited.....			
Canadian Maritime Commission.....	182	868	1,050
Central Mortgage & Housing Corporation.....		41	41
Canadian Overseas Telecommunication Corporation.....		1,385	1,385
Crown Assets Disposal Corporation.....		7	7
Defence Construction 1951 Ltd.....	4,397		4,397
Eldorado Mining & Refining Ltd.....		45	45
Export Credits Corporation.....		79	79
Federal District Commission.....		218	218
Northern Canada Power Commission.....	147		147
Royal Commission on Price Spread of Food Products.....		442	442
St. Lawrence Seaway Authority.....	181,177	20,887	202,064
	6,590,165	7,802,492	14,392,657

Schedule 5

Amounts Charged Against Parliament and the Departments for Printing, Lithographing, Binding, etc., for the Last Five Fiscal Years

Department	1953-54	1954-55	1955-56	1956-57	1957-58
	\$	\$	\$	\$	\$
Agriculture.....	398,429	397,540	417,856	425,845	431,685
Archives-Public.....	18,876	25,162	24,428	33,014	18,539
Auditor General's Office.....	3,280	1,776	1,804	1,601	4,000
Canadian Broadcasting Corporation.....	511	526			708
Chief Electoral Officer.....	19,398	30,447	186,955	22,037	284,844
Citizenship and Immigration.....	177,787	227,699	190,815	247,440	260,678
Civil Service Commission.....	37,247	41,173	47,542	55,026	60,044
Defence Production.....	23,052	30,338	39,761	39,665	29,267
Exchequer Court.....	2,609	1,370	1,404	2,422	1,331
External Affairs.....	173,108	192,780	182,243	186,212	210,281
Finance.....	617,865	575,614	565,424	684,933	860,708
Fisheries.....	56,975	43,580	59,231	77,633	93,119
Governor General's Office.....	6,058	4,507	4,141	2,356	3,377
House of Commons.....	527,595	578,817	722,071	646,697	418,599
Insurance.....	76,603	87,447	77,582	84,417	111,693
International Joint Commission.....	337	99	149	543	153
Justice.....	91,478	35,142	32,535	20,978	14,017
Labour.....	644,882	707,419	801,302	924,943	849,358
Library of Parliament.....	6,248	6,074	7,195	3,182	7,613
Mines and Technical Surveys.....	189,465	169,577	164,811	163,521	187,254
National Defence.....	2,833,207	2,910,685	3,318,905	3,513,342	3,738,632
National Film Board.....	46,714	39,575	36,269	37,994	44,139
National Gallery of Canada.....	1,110	1,219	2,523	2,278	1,912
National Harbours Board.....	7,237	14,079	14,998	4,909	3,343
National Health and Welfare.....	337,583	323,627	345,194	348,156	414,645
National Research Council.....	61,705	100,426	97,004	115,140	240,500
National Revenue.....	844,407	821,357	830,221	796,064	1,026,365
Northern Affairs & National Resources.....	326,970	298,834	280,178	360,755	367,325
Penitentiaries.....	7,666	9,465	9,430	8,602	11,180
Post Office.....	730,991	869,394	763,534	773,188	1,031,776
Privy Council.....	5,809	4,467	55,949	7,940	8,762
Public Printing and Stationery.....	739,858	840,755	834,033	893,387	1,037,442
Public Works.....	53,179	52,953	69,081	56,748	54,408
Royal Canadian Mounted Police.....	144,351	158,210	136,292	143,578	124,259
Secretary of State.....	459,876	482,720	556,912	763,225	970,349
Senate of Canada.....	20,130	26,309	36,768	172,480	84,473
Supreme Court of Canada.....	29,553	32,649	34,915	1,041	839
Trade and Commerce.....	706,636	616,191	559,382	552,525	622,557
Transport.....	255,478	358,998	363,397	261,593	282,294
Transport Commissioners.....	9,267	12,945	12,334	11,163	15,574
Veterans Affairs.....	152,170	184,273	194,364	172,821	194,172
Miscellaneous:					
Atomic Energy Control Board.....	466	96	420	456	648
Atomic Energy of Canada Limited.....		370			
Bank of Canada.....	113,995	94,428	76,508	70,091	58,275
British Minister Pensions.....	1,537	1,346	16	807	1,645
Canadian Arsenals Limited.....	95			62	
Canadian Maritime Commission.....	879	790	1,286	1,141	1,050
Central Mortgage and Housing Corporation.....	930				41
Canadian Commercial Corporation.....		309	322	87	
Canadian Overseas Telecommunication Corporation.....	12				1,385
Canadian Standard Association.....		1,031			
Crown Assets Disposal Corporation.....	4				7
Defence Construction (1951) Ltd.....			44		4,397
Eldorado Mining & Refining Ltd.....	10	99	118	23	45
Export Credits Corporation.....		121	16		79
Export Credits Insurance Corporation.....		8			
Federal District Commission.....					218
Northern Canada Power Commission.....				6	147
Royal Commission on Price Spread of Food Products.....					442
St. Lawrence Seaway Authority.....		20,816	70,761	162,684	202,064
Trans-Canada Highway.....		488			
United Kingdom Service Liaison Staff Air.....	153	97	30	11	
Adjustment.....		Cr. 235			
	10,963,781	11,426,982	12,228,453	12,854,760	14,392,657

Schedule 6

Amounts Charged Against Parliament and the Departments
for Stationery for the Last Five Fiscal Years

Department	1953-54	1954-55	1955-56	1956-57	1957-58
	\$	\$	\$	\$	\$
Agriculture.....	348,839	315,728	131,670	114,032	116,289
Archives-Public.....	10,236	8,944	2,559	2,594	3,277
Auditor General's Office.....	1,734	1,622	778	742	936
Canadian Broadcasting Corporation.....	4	19	11		49
Chief Electoral Officer.....	1,531	1,033	272	772	2,399
Citizenship and Immigration.....	486,424	485,716	168,773	198,840	192,260
Civil Service Commission.....	55,857	61,512	37,776	18,310	15,243
Defence Production.....	93,379	84,545	47,519	31,541	39,398
Exchequer Court.....	3,263	801	451	234	362
External Affairs.....	132,983	137,751	48,320	39,402	39,495
Finance.....	376,133	287,600	74,703	57,451	57,862
Fisheries.....	57,169	37,435	24,570	22,881	24,898
Governor General's Office.....	1,976	1,258	683	503	381
House of Commons.....	40,466	31,891	16,011	12,298	21,467
Insurance.....	8,774	7,599	1,228	879	960
International Joint Commission.....	2,133	1,390	539	339	425
Justice.....	31,992	27,876	10,419	5,618	6,274
Labour.....	284,921	253,845	108,690	68,276	79,576
Library of Parliament.....	4,964	4,301	712	541	567
Mines and Technical Surveys.....	162,409	147,780	33,602	28,489	28,840
National Defence.....	4,297,293	4,514,059	1,724,435	906,664	1,132,628
National Film Board.....	35,448	32,706	12,155	14,153	15,702
National Gallery of Canada.....	1,222	1,490	548	51	
National Harbours Board.....	545	639	469	449	762
National Health and Welfare.....	212,641	181,852	71,924	54,630	62,023
National Research Council.....	7,279	5,110	1,552	1,587	1,777
National Revenue.....	587,534	580,958	228,713	145,736	169,656
Northern Affairs and National Resources.....	109,407	100,116	56,428	63,752	64,375
Penitentiaries.....	55,188	54,793	25,910	23,620	32,900
Post Office.....	469,850	449,993	131,396	87,962	106,541
Privy Council.....	7,593	6,812	3,947	2,853	6,221
Public Printing and Stationery.....	28,625	29,367	38,551	29,432	30,641
Public Works.....	88,910	87,486	49,072	44,162	43,368
Royal Canadian Mounted Police.....	245,298	178,780	101,472	65,073	73,225
Secretary of State.....	33,475	34,324	15,841	6,370	6,750
Senate of Canada.....	7,524	4,962	1,515	2,817	2,620
Supreme Court.....	2,603	1,868	914	838	815
Trade and Commerce.....	183,113	160,929	71,751	51,085	50,131
Transport.....	424,368	318,437	120,151	97,766	114,117
Transport Commissioners.....	12,654	28,257	2,724	3,444	2,629
Veterans Affairs.....	187,281	196,695	138,709	113,086	108,821
Miscellaneous:					
Atomic Energy Control Board.....	1,256	738	157	159	193
Atomic Energy of Canada Limited.....	169	131			
Bank of Canada.....	1,621	5,827	4,303	2,606	3,750
British Ministry of Pensions.....	24	25	16	13	22
Canadian Arsenals Limited.....	165	935	120	85	189
Canadian Maritime Commission.....	1,578	801	371	258	374
Central Mortgage and Housing Corporation.....		3	10	24	11
Canadian Commercial Corporation.....			3		
Crown Assets Disposal Corporation.....	1,405	2,227	2,593	2,076	2,569
Defence Construction (1951) Ltd.....			17	24	29
Federal District Commission.....					19
Northern Canada Power Commission.....				220	633
Royal Commission on Energy.....					314
Royal Commission on Price Spread of Food Products.....					917
St. Lawrence Seaway Authority.....		14,117	9,324	8,634	8,422
United Kingdom Air Liaison Mission.....					1
United Kingdom Payments Office.....	28	15	11	18	5
United Kingdom Service Liaison Staff Air.....	257	160	197	32	
Adjustment.....		5			
	9,109,541	8,893,269	3,524,583	2,332,430	2,674,238

The amounts charged against Parliament and the Departments for the fiscal year 1957-58 are for stationery items supplied from the Department of Public Printing and Stationery catalogue and also issue of new office equipment.

In accordance with Treasury Board Minute 478111 dated December 2, 1954, and Treasury Board Minute 481131 dated January 14, 1955, the Department of Public Printing and Stationery is required to audit all invoices for non-catalogue items of stationery and all invoices covering the Purchase of office machines, after which the invoices are to be passed to the requisitioning Departments for direct payment to the suppliers.

During the year 1957-58, suppliers' invoices valued at \$5,266,530 were audited and forwarded to the requisitioning Departments for payment.

Prior to 1956-57 sales of Stationery have always included sales of typewriter repairs. This year as the repairs are performed on a free basis, it is estimated that the value of this service amounts to \$621,658.

Schedule 7

Value of Office Machine Repairs for Parliament and the Departments
for the Fiscal Year Ended March 31, 1958

Department	Outside Work	Inside Work	Total
	\$	\$	\$
Agriculture.....	12,659	5,614	18,273
Archives—Public.....	387	206	593
Auditor General's Office.....	23	191	214
Air Transport Board.....	25	31	56
Board of Grain Commissioners.....	692	25	717
Canadian Broadcasting Corporation.....		2	2
Canadian Farm Loan Board.....	71	332	403
Canadian Maritime Commission.....		77	77
Chief Electoral Officer.....		145	145
Citizenship and Immigration.....	8,346	4,574	12,920
Citizenship and Immigration—Indian Affairs.....	1,378	1,217	2,595
Civil Service Commission.....	2,360	3,072	5,432
Comptroller of the Treasury.....	28,320	4,668	32,988
Defence Production.....	4,181	3,413	7,594
Defence Research Board.....	3,817	2,869	6,686
Dominion Bureau of Statistics.....	3,386	9,007	12,393
Dominion Coal Board.....	18	78	96
Eastern Rockies Forest Conservation Board.....	251		251
Exchequer Court of Canada.....	66	28	94
External Affairs.....	2,424	2,695	5,119
Finance.....	2,535	1,917	4,452
Fisheries.....	2,512	1,531	4,043
Governor General's Office.....	4	113	117
House of Commons.....	633	2,146	2,779
Insurance.....	297	152	449
International Joint Commission.....	61	21	82
Justice.....	3,175	1,090	4,265
Justice—Penitentiaries.....	651	1,389	2,040
Labour.....	2,882	2,996	5,878
Library of Parliament.....	5	159	164
Mines and Technical Surveys.....	3,546	2,247	5,793
National Defence.....	122,108	146,925	269,033
National Film Board.....	1,106	1,950	3,056
National Gallery of Canada.....	37	93	130
National Health and Welfare.....	7,957	5,115	13,072
National Health and Welfare—Indian Health Service.....	598	53	651
National Library.....	45	68	113
National Revenue—Excise.....	15,590	5,706	21,296
National Revenue—Taxation.....	30,745	9,181	39,926
Northern Affairs and Natural Resources.....	3,264		3,264
Post Office.....	18,969	4,996	23,965
Privy Council.....	122	457	579
Public Printing and Stationery.....	4,973	5,518	10,491
Public Works.....	4,512	2,446	6,958
Resources and Development.....		3,129	3,129
Royal Canadian Mint.....	191	55	246
Royal Canadian Mounted Police.....	9,013	6,155	15,168
Secretary of State.....	1,279	2,111	3,390
Senate of Canada.....	299	239	538
Supreme Court of Canada.....	244	29	273
Tariff Board.....		30	30
Trade and Commerce—Administration.....	1,335	2,313	3,648
Transport.....	12,200	8,703	20,903
Transport Commissioners.....	261	233	494
Unemployment Insurance Commission.....	11,042	6,148	17,190
Veterans Affairs.....	12,998	12,532	25,530
Veterans Land Act.....	1,235		1,235
Miscellaneous—			
Atomic Energy Control Board.....	17	34	51
St. Lawrence Seaway Authority.....	3	463	466
United Kingdom Air Liaison Mission.....	89		89
Canadian Arsenals Ltd.....	34		34
	344,971	276,687	621,658

No Sales are being recorded for Office Machine Repairs as this service is paid from appropriations for this purpose.

Schedule 8

Value of Office Machine Repairs for Parliament and the Departments
for the Last Two Fiscal Years

Department	1956-57	1957-58
	\$	\$
Agriculture.....	17,140	18,273
Archives—Public.....	276	593
Auditor General's Office.....	151	214
Air Transport Board.....	153	56
Board of Grain Commissioners.....	213	717
Canadian Broadcasting Corporation.....		2
Canadian Farm Loan Board.....	222	403
Canadian Government Elevator—Trade and Commerce.....	15	
Canadian Commercial Corporation.....	17	
Canadian Corps of Commissioners.....	389	
Canadian Maritime Commission.....	86	77
Chief Electoral Officer.....	10	145
Citizenship and Immigration.....	10,788	12,920
Citizenship and Immigration—Indian Affairs.....	1,616	2,595
Civil Service Commission.....	4,717	5,432
Comptroller of the Treasury.....	34,225	32,988
Defence Production.....	8,066	7,594
Defence Research Board.....	5,590	6,686
Dominion Bureau of Statistics.....	12,070	12,393
Dominion Coal Board.....	58	96
Eastern Rockies Forest Conservation Board.....		251
Exchequer Court of Canada.....	43	94
External Affairs.....	3,844	5,119
Finance.....	4,553	4,452
Fisheries.....	3,523	4,043
Governor General's Office.....	63	117
House of Commons.....	2,588	2,770
Insurance.....	383	449
International Joint Commission.....	76	82
Justice.....	2,504	4,265
Justice—Penitentiaries.....	1,007	2,040
Labour.....	5,762	5,878
Library of Parliament.....	264	164
Mines and Technical Surveys.....	3,919	5,793
National Defence.....	257,136	269,033
National Film Board.....	2,653	3,056
National Gallery of Canada.....	138	130
National Harbours Board.....	773	
National Health and Welfare.....	12,842	13,072
National Health and Welfare—Indian Health Service.....	410	651
National Library.....	62	113
National Research Council.....	33	
National Revenue—Excise.....	20,284	21,296
National Revenue—Taxation.....	38,248	39,926
Northern Affairs and National Resources.....	2,864	3,264
Penitentiaries.....	162	
Post Office.....	24,063	23,965
Privy Council.....	363	579
Public Printing and Stationery.....	8,950	10,491
Public Works.....	5,748	6,958
Resources and Development.....	3,525	3,129
Royal Canadian Mint.....	104	246
Royal Canadian Mounted Police.....	14,170	15,168
Secretary of State.....	2,361	3,890
Secretary of State (Custodian of Enemy Property).....	208	
Senate of Canada.....	304	538
Supreme Court of Canada.....	159	273
Tariff Board.....	30	30
Trade and Commerce—Administration.....	4,306	3,648
Transport.....	19,256	20,903
Transport Commissioners.....	1,709	494
Unemployment Insurance Commission.....	16,887	17,190
Veterans Affairs.....	23,471	25,530
Veterans Land Act.....	1,396	1,235
Miscellaneous.....		
Atomic Energy Control Board.....	41	51
Bank of Canada.....	387	
Crown Assets Disposal Corporation.....	366	
St. Lawrence Seaway Authority.....	59	466
Canadian Arsenal Ltd.....		34
United Kingdom Air Liaison Mission.....		89
	587,799	621,658

No sales are being recorded for Office Machine Repairs as this service is paid from appropriations for this purpose.

Schedule 9

Details of Expenditures by Votes

Vote No.		Appropriations	Expenditures	Lapsed
		\$	\$	\$
346	Department Administration			
	Salaries and Wages.....	470,217	464,189	
	Travelling Expenses.....	6,000	5,951	
	Postage.....	360	256	
	Telephones and Telegrams.....	500	382	
	Publication of Departmental Reports and other Material.....	3,500	3,466	
	Office Stationery Supplies and Equipment.....	90,057	90,053	
	Materials and Supplies.....	1,900	1,814	
	Repairs and Upkeep of Equipment.....	2,500	2,148	
	Sundries.....	1,900	1,701	
		576,934	569,960	6,974
347	Purchasing, Stationery and Stores.			
	Salaries and Wages.....	520,760	507,526	
	Professional and Special Services.....	130	38	
	Travelling Expenses.....	9,450	9,092	
	Freight, Express and Cartage.....	132,000	131,287	
	Postage.....	9,000	7,513	
	Telephones and Telegrams.....	3,500	3,279	
	Repairs to Office Equipment and Acquisition of Spare Parts.....	402,570	402,516	
	Office Stationery Supplies and Equipment.....	32,000	31,473	
	Materials and Supplies.....	15,704	10,848	
	Repairs and Upkeep of Equipment.....	2,600	2,028	
	Municipal or Public Utility Services.....	800	291	
	Unemployment Insurance Contributions and other Personal Benefits.....	900	900	
	Sundries.....	700	149	
		1,130,114	1,106,940	23,174
348	Distribution of Official Documents			
	Salaries and Wages.....	262,820	261,752	
	Travelling Expenses.....	1,000	972	
	Freight, Express and Cartage.....	14,000	13,114	
	Postage.....	22,000	21,023	
	Telephones and Telegrams.....	350	343	
	Advertising.....	18,900	18,793	
	Office Stationery Supplies and Equipment.....	13,750	13,400	
	Materials and Supplies.....	12,350	12,311	
	Sundries.....	350	300	
		345,520	342,008	3,512
349	Printing and Binding of Official Publications for Sale and Distribution to Departments and the Public.....			
	Printing Queen's Printer's share of the cost of publications distributed free in accordance with the official list approved by the Governor in Council.....	35,000	34,821	
	Printing, etc., for Sales.....	535,000	534,686	
		570,000	569,507	493
350	Printing of the Canada Gazette Printing.....	110,000	109,998	2
351	Printing and Binding the Annual Statutes			
	Printing and Binding.....	35,000	24,778	10,222
352 727	Plant Equipment and Replacements			
	Acquisition or Construction of Equipment—Main Plant	476,030	457,153	
	Acquisition or Construction of Equipment—Printing Unit.....	78,942	78,560	
	Repairs and Upkeep.....	25,000	16,428	
		579,972	552,141	27,831

Schedule 10

Details of Ordinary Revenue

Canada Gazette:

Subscription.....	\$ 16,839	
Advertising and extra copies.....	76,623	\$ 93,462

Sales of Publications:

Parliament and Departments.....	\$ 129,575	
Public:.....	615,390	
Annual Statutes.....	14,565	
Revised Statutes.....	180	\$ 759,710
Refunds of Previous Year's Expenditures.....		1,236
Miscellaneous.....		103
		<u>\$ 854,511</u>

Schedule 11

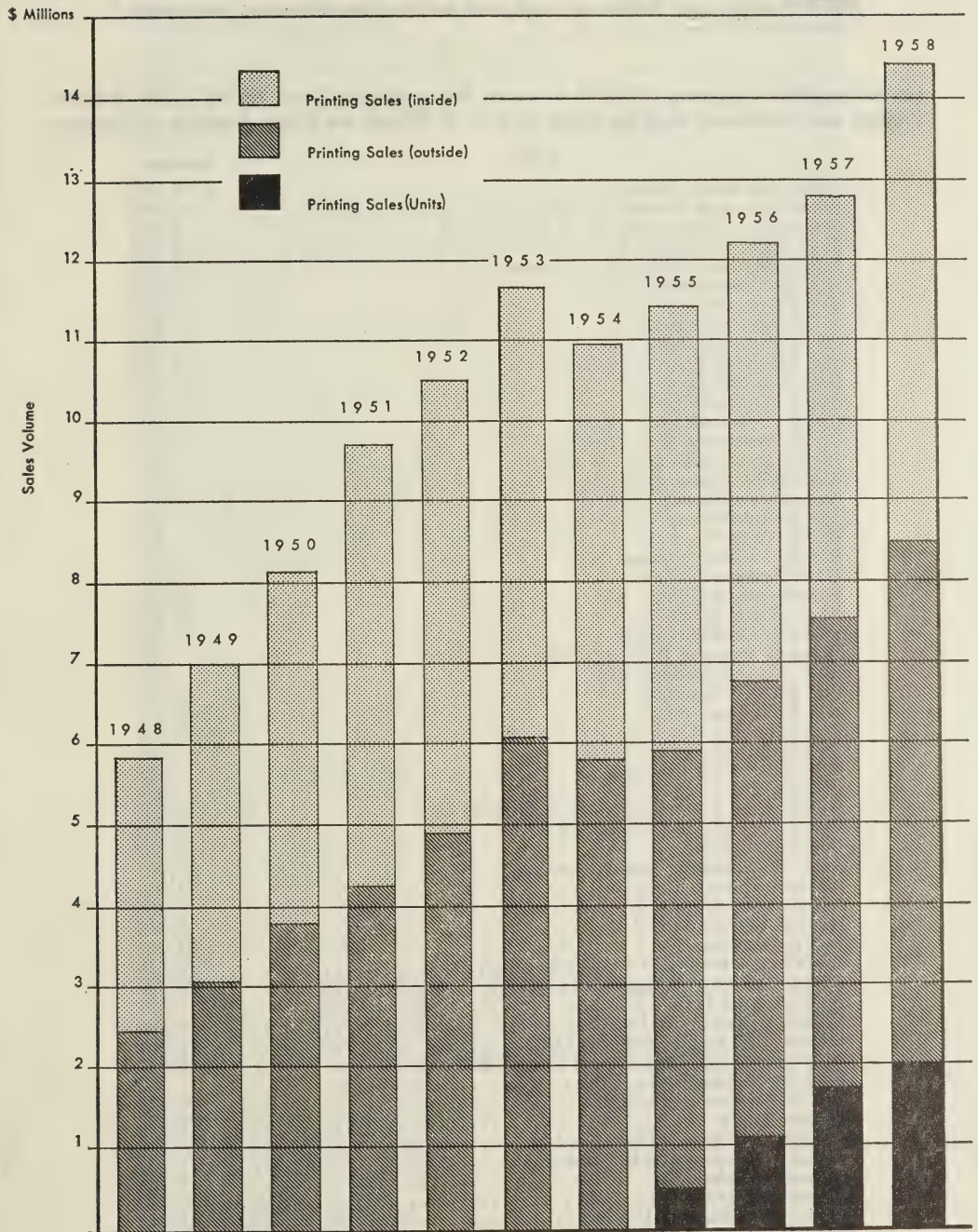
Comparative Statement of Revenue and Expenditure on Account of Canada Gazette From
the Year 1910 to the Fiscal Year Ended March 31, 1958
(For years before 1910 see prior reports)

Year	Subscriptions		Total Expend- iture	Revenue			Excess of	
	Free	Paid		Subscrip- tions	Advertising and extra copies	Total	Revenues over Ex- penditures	Expend- itures over Revenues
			\$	\$	\$	\$	\$	\$
1910.....	1,692	208	10,957	775	14,219	14,994	4,037	
1911.....	1,725	250	12,999	950	15,845	16,795	3,796	
1912.....	1,742	258	12,982	979	21,077	22,056	9,074	
1913.....	1,754	271	26,996	1,034	30,805	31,839	4,843	
1914.....	1,791	284	22,040	1,090	23,063	24,153	2,113	
1915.....	1,907	293	30,885	1,122	18,322	19,444		11,441
1916.....	1,901	424	21,802	1,505	28,358	29,863	8,061	
1917.....	991	484	20,996	1,677	35,886	37,563	16,567	
1918.....	1,000	600	38,946	2,335	29,672	32,007		6,939
1919.....	1,303	797	37,000	3,071	26,343	29,414		7,586
1920.....	1,278	722	50,812	2,746	47,579	50,325		487
1921.....	1,259	1,321	43,521	5,251	56,231	61,482	17,961	
1922.....	1,037	1,088	43,345	4,331	73,499	77,830	34,485	
1923.....	1,086	1,039	38,520	4,093	78,755	82,848	44,328	
1924.....	1,122	1,033	34,726	3,973	68,194	72,167	37,441	
1925.....	1,006	969	27,964	4,523	72,900	77,423	49,459	
1926.....	1,102	698	28,743	3,442	63,443	66,885	38,142	
1927.....	1,248	752	29,555	3,767	64,544	68,311	38,756	
1928.....	1,364	686	30,705	3,407	77,836	81,243	50,538	
1929.....	1,496	554	34,908	2,773	77,441	80,214	35,306	
1930.....	1,583	667	34,784	3,346	90,544	93,890	59,106	
1931.....	1,488	762	31,008	3,792	67,405	71,197	40,189	
1932.....	1,294	756	29,926	4,404	69,186	73,590	43,664	
1933.....	681	549	24,023	4,369	69,467	73,836	49,813	
1934.....	650	510	21,196	4,057	51,665	55,722	34,526	
1935.....	598	532	30,944	4,159	43,098	47,257	26,313	
1936.....	680	530	22,750	4,150	45,145	49,295	26,545	
1937.....	648	552	23,611	4,359	43,338	47,697	24,086	
1938.....	633	567	25,774	4,413	42,171	46,534	20,810	
1939.....	601	599	26,878	4,740	44,565	49,305	22,427	
1940.....	575	1,500	29,139	7,356	47,776	55,132	25,993	
1941.....	575	1,100	25,863	7,368	38,595	45,963	10,100	
1942.....	575	1,950	41,078	13,635	31,402	45,037	3,959	
1943.....	575	2,059	56,975	16,305	38,398	44,703		12,272
1944.....	515	1,680	42,583	13,362	23,123	36,585		5,998
1945.....	538	1,545	42,151	12,189	24,129	36,318		5,833
1946.....	525	1,515	48,966	11,172	30,753	41,925		7,041
1947.....	525	1,515	60,067	18,214	34,261	52,475		7,592
1948.....	2,585	2,937	80,023	18,603	41,005	59,608		20,415
1949.....	2,625	2,642	118,359	23,570	59,944	83,514		34,845
1950.....	2,525	2,526	121,150	25,260	86,281	111,541		9,609
1951.....	2,189	2,568	108,794	25,680	83,467	109,147	353	
1952.....	2,886	2,572	101,942	25,721	93,161	118,882	16,940	
1953.....	2,064	2,549	104,340	16,986	78,582	95,568		8,772
1954.....	3,494	2,344	112,991	19,814	104,350	123,164	11,173	
1955.....	3,430	2,183	175,795	16,237	94,635	110,872		64,923
1956.....	2,619	2,142	109,979	17,860	61,663	79,523		30,456
1957.....	2,715	1,957	109,691	17,262	73,147	90,409		19,282
1958.....	2,681	2,062	*109,998	16,839	76,623	93,462		16,536

*Does not include salaries for Editing and Translating now paid from Sales and Distribution Vote.

Schedule 12

Comparative Printing Sales



Schedule 13

List of Suppliers Receiving over \$500 for Non-Catalogue Items Purchased by Dept. of Public Printing and Stationery and paid by the Requisitioning Department.*

List of Suppliers Receiving \$10,000 or more for purchases paid for by Dept. of Public Printing and Stationery may be found in Part II (V) of the Public Accounts of Canada.

<i>Firm</i>	<i>Amount</i>
Abso Blue Prints Limited.....	\$ 4,762
Acme Carbon & Ribbon Co. Ltd.....	16,140
Acousticon—Dictograph Co. of Canada Ltd.....	2,253
J. C. Adams Company Ltd.....	4,449
Addressograph-Multigraph of Canada Ltd.....	192,678
Advance Blue Print Co.....	1,224
The Ahearn & Soper Co. Ltd.....	759
R. W. Alexander & Co.....	814
Allied Paper Products Ltd.....	28,345
The American Crayon Co.....	1,156
Anderson Box Co.....	999
Anso of Canada Ltd.....	23,490
Apeco of Canada Ltd.....	100,365
W. D. Armstrong & Co. Reg'd.....	1,423
Atlas Carbon & Ribbon Co. Ltd.....	1,435
Atlas Helio (Eastern) Co. Ltd.....	953
Audograph (Canada) Ltd.....	10,202
The Ault & Wiborg Co. of Canada Ltd.....	509
Bailey Meter Co. Ltd.....	665
Balances Visible Systems.....	1,155
D. A. Balfour Co. Ltd.....	721
Barber-Ellis of Canada Ltd.....	14,722
H. G. Barter & Son.....	19,224
Bathurst Containers Ltd.....	1,780
Bathurst Power & Paper Co. Ltd.....	786
B. C. Marine Products Ltd.....	570
B.C. Paper Converters Ltd.....	16,599
The Beauregard Press.....	1,479
Behr-Manning (Canada) Ltd.....	4,788
Bel Cleer Products Co.....	572
W. J. Bell Paper Co. Ltd.....	835
Bennett Ltd.....	579
Birmingham & Boulet Stencils & Carbons Co.....	2,509
Better Packages of Canada Ltd.....	1,903
Bicycle Guild Inc.....	3,402
Block & Anderson (Canada) Ltd.....	84,961
Bostich—Canada Ltd.....	4,343
Bouvier Envelopes Ltd.....	5,463
Bradma of Canada Ltd.....	2,550
The Brown Bros. Ltd.....	34,962
The Charles Bruning Co. Canada Ltd.....	4,618
Budge Carbon & Ribbons Ltd.....	26,620
Builders Sales Ltd.....	571
Buntin, Gillies & Co. Ltd.....	4,498
Buntin Reid Paper (Eastern) Ltd.....	11,401
Burroughs Adding Machine of Canada Ltd.....	41,912
Business Systems Ltd.....	801
The Butler Optical Co. Ltd.....	9,105
Camera House.....	21,672
Canada Carbon & Ribbon Co. Ltd.....	132,380
Canada Decalcomania Co. Ltd.....	755
Canada Envelope Co.....	1,557
Canada Paper Co.....	3,573
Canada Printing Ink Co. Ltd.....	1,018
Canada Western Cordage Co. Ltd.....	42,448
Canadian Blank Book Co.....	6,498

*(See footnote, Schedule 6).

Schedule 13—Continued

<i>Firm</i>	<i>Amount</i>
Canadian Charts & Supplies Ltd.	12,506
Canadian Comptometer Ltd.	9,001
Canadian Fine Colour Co. Ltd.	2,570
Canadian General Electric Co. Ltd.	1,052
Canadian Kodak Sales Ltd.	14,111
Canadian Pad & Paper Co. Ltd.	948
Canadian Ribbon Tape Co. Ltd.	8,859
Canadian Simplex Sales	574
Canadian Sorter Graf Co.	2,149
Canadian Staples Ltd.	1,296
Canadian Steel Strapping Co. Ltd.	1,218
Canadian Technical Tape Ltd.	6,767
La Compagnie Canadienne de Papeterie Limitée	834
Capital Carbon & Ribbon Co. Ltd.	30,005
Capital Stamp & Stationery Co. Ltd.	18,034
Hugh Carson Ltd.	720
The Carter's Ink Co. of Canada Ltd.	6,902
Central Scientific Co. of Canada Ltd.	7,887
The Chas Chapman Co.	7,609
Christie Chemical Co.	810
Christie School Supply Ltd.	1,730
Clarke & Stuart Co. Ltd.	6,286
R. R. Colpitts & Son Ltd.	3,002
Commercial Controls Canada Ltd.	2,793
Commercial Litho Plate Graining Co.	14,630
Computing Devices of Canada Ltd.	727
Consolidated Paper Sales Ltd.	26,488
The Continental Paper Products Ltd.	9,935
Copeland-Chatterson Ltd.	7,611
Corbeil-Hooke Ltd.	3,917
R. L. Crain Ltd.	22,201
Crawley Films Ltd.	3,150
Cutting Ltd.	79,200
Eugen Dahm & Sons Ltd.	1,490
C. F. Dawson Co. Ltd.	1,147
W. V. Dawson Ltd.	7,485
Dennison Mfg. Co. of Canada Ltd.	1,137
W. J. Dick & Co. Ltd.	1,658
A. B. Dick Co. of Canada Ltd.	9,528
Dictaphone Corporation Ltd.	40,636
Di-Noc Chemical Arts (Canada) Ltd.	13,006
Ditto of Canada Ltd.	16,678
Dixon Pencil Co. Ltd.	10,005
Dominion Blank Book Co. Ltd.	4,483
Dominion Envelope Co. Ltd.	819
The Dominion Loose Leaf Co. Ltd.	7,687
Dominion Microfilms Ltd.	19,891
Doon Twines Ltd.	74,277
T. Drinkwater Bookbinding Co.	681
Duford Ltd.	6,036
Du Pont Company of Canada (1956) Limited	6,535
Eagle Pencil Co. of Canada Ltd.	7,576
Eastern Gummed Paper Co. Ltd.	16,772
Eastward Industries Ltd.	11,628
Eberhard Faber Pencil Co. Canada (1955) Ltd.	3,643
Econotrol Ltd.	59,952
The E. B. Eddy Co.	53,865
Thomas A. Edison of Canada Ltd.	16,960
Educator Supplies Ltd.	697
Enveloppe Internationale Limitée	7,521
Evans & Kert Ltd.	47,999
Federal Typewriter Co. Ltd.	2,182
Fisher Scientific Co. Ltd.	525
General Adding Machine Co.	1,578
General Films Ltd.	1,927
Gage Envelope	15,090
Gair Co. Canada Ltd.	4,991

Schedule 13—Continued

<i>Firm</i>	<i>Amount</i>
Gestetner (Canada) Ltd.....	221,148
Globe Envelopes Ltd.....	15,834
G. M. Plastic Corp.....	10,596
Grand & Toy Ltd.....	2,116
Granger Frères Limitée.....	750
The Haloid Co. of Canada Ltd.....	35,806
Harris Seybold Canada Ltd.....	44,561
S. R. Hart & Co. Ltd.....	2,718
Chas. Higgerty.....	780
J. M. Hill & Son Ltd.....	49,489
Hinde & Dauch Paper Co. of Canada Ltd.....	3,028
Honeywell Controls Ltd.....	1,092
Jack Hood School Supplies Co. Ltd.....	6,495
James Hope & Sons Ltd.....	525
The Hudson Paper Co. Ltd.....	2,150
The Hughes-Owens Co. Ltd.....	249,216
Hutchings & Patrick Ltd.....	8,166
Index Card Co. Ltd.....	63,568
Industrial & Domestic Silicone Distributor.....	627
Instruments (1951) Ltd.....	34,156
Intercontinental Equipment & Supply Co. Ltd.....	634
International Business Machines Co. Ltd.....	227,313
Kelvin & Hughes (Canada) Ltd.....	565
Kendall Co. (Canada) Ltd.....	2,064
Kerr-Ellams Office Appliance Ltd.....	23,297
Keuffel & Esser of Canada Ltd.....	81,094
Kilgour's Ltd.....	9,030
A. Kimball Ltd.....	3,482
Kitchener-Waterloo Dictating Machines.....	728
Kodak Ltd.....	663
Kores of Canada Ltd.....	15,643
Kruger Paper Co. Ltd.....	7,154
Laflamme Frères Enrg.....	4,389
Langstaff Card Co.....	726
Lightstone Sales Co. Inc.....	1,333
T. B. Little Papers.....	9,855
Lowe-Martin Co. Ltd.....	52,997
The Luckett Loose Leaf Co. Ltd.....	2,487
MacMillan Office Appliances Co. Ltd.....	51,557
Maitland Charts Ltd.....	2,078
Major Paper Box & Wire Works Ltd.....	6,115
Manton Printing Inks Ltd.....	1,003
Marchant Calculators Ltd.....	40,542
Marking Devices & Equipment.....	2,781
Martin-Senour Co. Ltd.....	672
Martlin & Lawrie Ltd.....	5,652
Mayer Sealing Devices.....	1,025
The McBee Company Ltd.....	30,978
McCaskey Ltd.....	25,455
McDougall Microfilms Ltd.....	6,148
McFarlane Son & Hodgson (Limited).....	15,741
McGarvey Agencies Limited.....	1,887
Mid-City Ribbon & Carbon Mfg. Ltd.....	7,867
Mid-West Paper Ltd.....	3,770
Minnesota Mining & Manufacturing of Canada Ltd.....	78,018
Mitchell Houghton Co. Ltd.....	543
Monroe Calculating Machine Co. of Canada Ltd.....	42,397
Thomas E. Moore.....	32,675
Moore Business Forms Ltd.....	1,012
Vic Morris Shipping Supplies Reg'd.....	5,482
Moulded Fibre Ltd.....	2,461
Moyer School Supplies Limited.....	11,210
Muirhead Instruments Ltd.....	35,638
C. H. Munn Co. Ltd.....	4,379
Mystik Tape Sales (Canada) Ltd.....	12,427
Nashua (Canada) Ltd.....	19,867
National Blueprint Co. Ltd.....	1,160

Schedule 13—Continued

<i>Firm</i>	<i>Amount</i>
National Cash Register Co.....	86,723
National Paper Goods Ltd.....	7,937
John Neville Paper Co.....	15,320
Norcal Reproductions and Engineering Supplies Ltd.....	3,014
North American Agencies.....	3,085
Northern Drafting & Blueprint Co.....	2,527
Northern Electric Co. Ltd.....	2,302
Office Appliances Ltd.....	167,838
The Office Specialty Mfg. Co. Ltd.....	74,925
Ottawa Paper Box Co. Ltd.....	4,462
Ottawa Rubber Stamp and Engraving Ltd.....	8,392
Ottawa Typewriter Co. Ltd.....	149,738
Mike Ozarko Ltd.....	760
Paragon-Revolute (Canada) Ltd.....	962
Photographic Stores Ltd.....	58,851
Photostat Corp.....	71,486
Pickett Sales Co. (Canada).....	1,619
Peerless Carbon & Ribbon Co. Ltd.....	31,992
Pembroke Shook Mills Ltd.....	23,433
Pitney-Bowes of Canada Ltd.....	37,811
Plymouth Cordage Co. of Canada Ltd.....	1,012
The J. R. Poole Co. Ltd.....	1,682
H. H. Popham & Co. Ltd.....	8,920
The Powis Bros.....	1,837
John C. Preston Ltd.....	35,013
Preston Microfilming Services Ltd.....	45,507
Pritchard-Andrews Co. of Ottawa Ltd.....	17,923
Provincial Paper Ltd.....	6,468
Pryor-Force-Harrison Ltd.....	683
The Psychological Corp.....	514
Randmar Platens & Parts Ltd.....	1,145
W. A. Rankin Ltd.....	953
L. A. Reeves Ink Co.....	1,366
Reid's Photographic Centre Sales & Service.....	547
Remington Rand Ltd.....	231,028
Rolland Paper Co. Ltd.....	105,715
Royal Typewriter Co. Ltd.....	2,646
The Runge Press Ltd.....	1,283
Rutherford Agencies.....	692
Schofield Paper Co. Ltd.....	1,145
Scott's Screen Process Supplies.....	2,406
Scripto of Canada Ltd.....	2,568
Sears Ltd.....	62,730
Seeley Systems of Canada Ltd.....	39,435
Sharp-MacNeill Ltd.....	1,381
Sherbrooke Paper Products Ltd.....	760
Smith-Davidson & Lecky Ltd.....	631
Howard Smith Paper Mills Ltd.....	83,043
Snelling Paper Sales Ltd.....	6,790
Sourds—Muets (Atelier de).....	1,506
The Southam Printing Co. Montreal.....	3,188
Standard Paper Box Mfg. Ltd.....	12,393
Standard Sticker & Label Co. Ltd.....	1,296
Standard Wiping Products Co. Ltd.....	35,214
The Steel Equipment Co. Ltd.....	1,569
Sterling Marking Products Ltd.....	5,718
Geo. M. Stewart Ltd.....	2,087
St. Lawrence Corp. Ltd.....	868
Stone Straw Corp. of Canada Ltd.....	28,870
Surveying & Drawing Supply Co. Ltd.....	3,346
Technical Service Laboratories.....	1,150
Thermovolt Instruments Ltd.....	837
Toledo Scale Co. of Canada Ltd.....	1,176
Toronto Envelope Co. Ltd.....	603
Toronto Type Foundry Co. Ltd.....	2,203
Tower Productions Ltd.....	37,245
Underwood Ltd.....	154,147

Schedule 13—Concluded

<i>Firm</i>	<i>Amount</i>
John Underwood (Canada) Ltd.....	6,493
United Stationery Co. Ltd.....	9,185
Vancall Reproductions.....	729
Vari-Typer Corp. of Canada Ltd.....	47,371
Venus Pencil Co. Ltd.....	15,251
Victoria Paper Co. Ltd.....	6,971
Villemaire Frères Ltd.....	1,551
Visirecord of Canada Ltd.....	25,994
Vue-Craft Products Ltd.....	2,733
Norman Wade Co. Ltd.....	4,324
Waller Sales Ltd.....	1,587
Wild of Canada Ltd.....	670
J. C. Wilson, Ltd.....	1,371
Wilson Jones Co. Ltd. (Canada).....	29,519
The Wilson-Munroe Co. Ltd.....	578
The Willson Stationery Co. Ltd.....	3,038
Winnipeg Envelope Co.....	522
The Wright Line of Canada Ltd.....	9,179
	<hr/>
Accounts of less than \$500.00 each.....	\$5,223,792
	42,738
	<hr/>
Total.....	\$5,266,530
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Canada. Dept. of Public Printing and
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